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ABSTRACT

This course in library skills is designed to acquaint college students with the facilities and resources of their college library (Stockton State College, New Jersey). The two-part module--handbook and workbook-- is used in conjunction with specific college courses. Students proceed at their own pace, turning completed assignments in to the Library Office to be corrected. When all questions are answered correctly, a "Complete" mark is forwarded by the library to the student's instructor. Organized by types of materials, the handbook and corresponding workbook include the following chapters: (1) Library Tour; (2) Finding and Borrowing Books; (3) Card Catalog--Author and Title Approach; (4) Card Catalog--Subject Approach; (5) Library of Congress Subject Headings; (6) Periodical Indexes; (7) Finding Stockton College Library Periodicals; (8) Newspaper Indexes; (9) More Periodical Sources--The Abstracts; (10) Dictionaries; (11) Encyclopedias; (12) Almanacs; (13) Biographies; (14) Atlases; (15) Book Review Indexes; (16) Government Documents; (17) Audiovisuals; (18) The Library Search--How To; and (19) Preparing a Bibliography. The Stockton workbook uses a numerical code for its answer key to provide flexibility in preparing workbook variations on each assignment. An appendix lists locations and call numbers of reference works cited in the handbook. A brief description of the program which includes the answer keys is attached. (THC)

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Stockton State College Library Instruction

LIBRARY SKILLS WORKBOOK

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LIBRARY SKILLS

A Self-Paced Program in the Use of
Stockton State College Library

by

David Cohen

Student's Name _____

Acronym and Course in which workbook is being used _____

_____

Instructor _____

Stockton State College Library
Pomona, New Jersey
1982

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EXERCISE TWO
FINDING AND BORROWING BOOKS

Part One

1. Go into the stacks and find the set of books with the call number listed below. The last line of the call number, the volume number or the year, is omitted. Call Number HF-5548.2I47.

   The title of this set is:

   a. Basic Marketing: Managerial Approach

   b. Business Enterprise

   c. A Treatise on Money

   d. The Rise of the Accounting Profession

   e. International Data Processing

2. With what letters do call numbers of books on:
   English Literature begin?

   a. NE

   b. HS

   c. QB

   d. PR

   e. LC

3. What do the letters K stand for?

   a. Opthalmology

   b. Law

   c. Technology

   d. Music

   e. Photography

SSC66126

Exercise Two (Continued)

Part Two

4. Go to the Reference Section and find the book with the call number listed. Call Number REF-N 31 E533.

   The title of this book is:

   a. Accounting

   b. Poverty in Canada and the United States

   c. Encyclopedia of World Art

   d. Political Science Literature

   e. Epic and Romance Criticism

5. Go to the Circulation Desk and request the microbook with the call # LAC 40131.

   The title is:

   a. Reconstruction and the New South

   b. Thoughts on Instinctive Impulses

   c. Suburban Sketches

   d. Rose of Dutcher's Coolly

   e. The Real World

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EXERCISE THREE
THE CARD CATALOG - AUTHOR AND TITLE APPROACH

Part One

1. William Whigham Fletcher wrote one of the books listed below. Which is the correct title?

   a. The Pest War

   b. The Person and the Common Good

   c. The Person in the Womb

   d. Personal Destinies: A Philosophy of Ethnical Individualism

   e. Personal Health Behavior in Today's Society

2. Clive Arthur Edwards wrote one of the books listed below. Which is the correct title?

   a. Personal Reminiscences of a Great Cursade

   b. Perspectives in Linguistics

   c. Environmental Pollution by Pesticides

   d. Personality and Social Encounter; Selected Essays

   e. The Purposes of Education

Exercise Three, (Continued)

Part Two

3. Since Silent Spring
is the title of a book written by one of the authors listed below. Who wrote this book?

a. Rachel Reese Sady

b. Stephen Kemp Bailey

c. Jennie Holliman

d. Frank Graham

e. Gisela Marie Augusta Richter

4. Petrarch and the Renascence
is the title of a book written by one of the authors listed below. Who wrote this book?

a. Norman John Berrill

b. Gordon Willard Allport

c. Emmanuel Mounier

d. Josephine Elizabeth Grey Butler

e. John Humphreys Whitfield

EXERCISE FOUR
CARD CATALOG - SUBJECT APPROACH

Check the tracings* for each of the two books listed below. What is the first subject heading given for each book?

1. Book One.
   How Sex Can Keep You Slim

   a. Advertising
   b. Birth Control - United States
   c. Corpulence
   d. City Planning
   e. Spanish Language - History

2. Book Two.
   Counseling in Correctional Environment

   a. Correctional Psychology
   b. Civilization - History
   c. Psychiatric Research
   d. Counseling
   e. Charity Organization -- Addresses, Essays, Lectures

3. Look up the subject heading -

   Corpulence

   in the subject card catalog. Which of these authors has written a book on this subject?

   a. Jonathan Edward Kidder
   b. Jean Mayer
   c. Gideon Sjoberg
   d. Tom DeMarco
   e. Marilyn Hacker

* The subject headings assigned to a book are printed near the bottom of the catalog card. Each heading is given a number, beginning with 1. This annotation is called the "tracing" because it traces, or keeps track of all the catalog cards made for a book.

SSC1453285

EXERCISE FIVE
LIBRARY OF CONGRESS SUBJECT HEADINGS

1. You are writing a paper on: Chirography.
You go to the LCSH books, near the Card Catalog, look it up, and find that LC does not use that term for books on that subject. Instead, it says, "See..."

   a. Printing

   b. Penmanship

   c. Mathemetics

   d. Graphic Arts

   e. Calligraphy

2. Before you go to the card catalog with that subject heading to see what books the College Library has on that subject, you look under that subject heading in LCSH and make note of the "see also" (sa) reference suggested. These are usually more SPECIFIC related subject headings. The first one listed is:

   a. Writing

   b. Handwriting

   c. Calligraphy

   d. Alphabets

   e. Printing

3. Just in case you will need other related material, you make note of the subject headings given from which "see also" references are made to your subject (xx). These are usually BROADER related subject headings. The first one listed is:

   a. Typewriting

   b. Business Education

   c. Tripitaka

   d. Language Arts

   e. Graphology

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EXERCISE SIX
PERIODICAL INDEXES

Go to the Index and Abstracts* area (2nd floor) to complete this chapter. All of the indexes and abstracts are arranged in alphabetical order by title.

Indexes necessary to complete this chapter are:
General Science Index (Index Table)
Social Sciences Index (Index Table)
Art Index (Index Table)
Humanities Index (Index Table)
Education Index (Index Table)

1. Look in: Education Index, volume 21,
From: July 1970 to June 1971
Subject: Experimental Schools.
What is the title of the first article indexed?

a. Analyzing the School System
b. Rise of the Free School
c. Computers in the Schools
d. Theory in Research
e. Alternative Schools: Is the Old Order Really Changing?

2. Look in: Humanities Index, volume 7,
From: April 1980 to March 1981
Subject: Violence in Television.
The first article indexed is from what journal?

a. Critical Quarterly
b. Film Comments
c. Journal of Broadcasting
d. Drama Review
e. Humanist

3. Look in: Art Index, volume 9,
From: November 1953 to October 1955
Subject: Pottery, Austrian.
Who is the author of the first article indexed?

a. J. F. Hayward
b. D. G. Shepherd
c. W. W. Caudill
d. A. K. Balt
e. M. A. Mezquiriz

*Note: Abstracts are indexes which include summaries of the articles.

EXERCISE SEVEN
FINDING STOCKTON COLLEGE LIBRARY PERIODICALS

You have compiled a list of articles you want to read in preparation for your term paper. You want to see if we own any of them before requesting an interlibrary loan form to obtain the article from another library. The citation for one article reads:

Time 107:46-8 Mr 29 '76

---

1. You look in the Periodicals Holdings List and locate the journal. The issue is on:

   a. Bound

   b. Microfiche

   c. Microbook

   d. Microfilm

   e. Paper Copy

2. Find the correct issue, the correct volume, the correct page, and the title of the article. The title is:

   a. Slim Pickings For the Class of '76

   b. Browsing Rooms Redivivus

   c. Quality Not Quotas

   d. Young Americans for Freedom

   e. Hazards of Academic Administration

SSC73076

EXERCISE EIGHT
NEWSPAPER INDEXES

For your Critical Thinking class you are required to read current newspapers. You decide to check the New York Times Index for articles on a topic covered in class.

You look at the first article cited in the 1970 volume of the New York Times Index under the heading:
Multiple Births - Triplets.

1. In which issue of the New York Times did this article appear?

   a. August 4
   b. July 16
   c. September 25
   d. August 8
   e. September 14

2. On what page?

   a. 56
   b. 77
   c. 42
   d. 48
   e. 66

3. In which column?

   a. 5
   b. 3
   c. 2
   d. 6
   e. 4

4. You are ready to read the N.Y. Times article now. You locate the reel of microfilm you need and put it on the microfilm reader. Instead of turning directly to the article you're supposed to read, you peruse the front page of the issue in which that article appears. You note that in the upper right hand corner is a weather report under the heading LATE CITY EDITION, CITY EDITION or the WEATHER. The report describes the weather today, tonight and tomorrow and gives the temperature range for today and tomorrow.

   What was the temperature range for the day on which the article you looked up appeared?

   a. 50 - 70
   b. 38 - 52
   c. 60 - 79
   d. 70 - 89
   e. 65 - 84

SSC56909

EXERCISE NINE
MORE PERIODICAL SOURCES - ABSTRACTS

Part One

Go to the Reference Area to complete this chapter.

Reference tools necessary:

1. Psychological Abstracts (Abstract and Index Section)
2. Periodicals Holdings List (Reference Desk & Index & Abstract Tables)

1. For a psychology class you must read five articles on one subject. The material does not have to be very recent.

   Your subject is: Counselor Role.
   Look in Psychological Abstracts, Index volume 61
   covering January 1979 to June 1979.

   What is the entry for the first article indexed?

   a. Changing Society, Goals of Counseling...
   b. Addition of Counseling to...
   c. Speech Pathologists and Audiologists
   d. Communication Skills Training...
   e. Vocational Rehabilitation Counselors

2. Who is the first (or only) author of the article?

   a. Medway, Frederick
   b. Stillman, Stephen
   c. Knudsen, Eric
   d. Davis, Marvin
   e. Teichman, Yana

3. What is the title of the article?

   a. Correctional and Mental Health Facilities
   b. Counseling in Correctional Environment
   c. Counseling in the 70's: Hygiology Reaffirmed
   d. General Achievement Profile...
   e. Psychosocial Factors of...

Exercise 9, Pt. 2

4. What is the name of the journal in which the article appeared?

   a. Counselor Education and Supervision
   b. Education
   c. Counseling and Values
   d. Education Index
   e. Counseling Psychologist

5. What are the volume and date of the journal issue in which the article appeared?

   a. Vol. 19, May 1982
   b. Vol. 25, April 1971
   c. Vol. 21, October 1976
   d. Vol. 17, December 1973
   e. Vol. 23, September 1975

6. Go to the Periodical Holdings List to see if the library subscribes to this journal. Does the library have the volume and date you indicated in the question above?

   a. No
   b. Yes

EXERCISE TEN
DICTIONARIES

1. You need to write a paper for your English class and your instructor is a stickler on rules of grammar. You have a slight tendency to confuse adjectives with adverbs and nouns with verbs and all four with pronouns. You check in one of the unabridged dictionaries to learn the part of speech of the word:

xerarch.

a. Adjective

b. Noun

c. Adverb

d. Verb

e. Pronoun

2. Somewhat intrigued, you next look up the word

pagan

in the OED and learn that the date of the earliest quotation used to illustrate the first meaning of the word is:

a. 1375

b. 1393

c. 1767

d. 1402

e. 1579

3. You remember you have some translating to do for your Spanish class tomorrow and while you're at the library you ask for the appropriate dictionary and look up the word galbana. It means:

a. anteater

b. ladle

c. help

d. sloth

e. prompter

SSC38611

EXERCISE ELEVEN
ENCYCLOPEDIAS

You are about to begin a paper on Bonaventure, Saint, and since you want to get an overview of the topic, you decide to see what the latest edition of the Encyclopaedia Britannica says. (In your answers, use the type of numeral -- Roman or Arabic -- which appears on the spine of the book.) Look in the library guide to the Encyclopaedia which is the index to the Britannica.

1. What is the number of the volume which contains a short article on the subject?

   a. Vol. II
   b. Vol. IV
   c. Vol. VI
   d. Vol. VIII
   e. Vol. X

2. What is the number of the volume which contains the major (long) article on the subject?

   a. Vol. 1
   b. Vol. 3
   c. Vol. 5
   d. Vol. 7
   e. Vol. 8

3. Take a look in the World Book Encyclopedia for another article on this topic. Notice that these articles are usually shorter than the one which appears in the Britannica and they do not have a bibliography at the end of the article. Which volume in the World Book contains an article on Bonaventure, Saint?

   a. Vol. 1
   b. Vol. 2
   c. Vol. 3
   d. Vol. 4
   e. Vol. 5

OVER

Exercise Eleven (Continued)

You are doing a term paper on Domestication (Animal domestication). You have already looked up the term in a dictionary or general encyclopedia. (Be sure to do so if it is unfamiliar.) You now use whichever is most appropriate of those specialized encyclopedias (Be sure to start by looking in the index of the appropriate encyclopedia under this exact term.)

4. Which encyclopedia contains an article on the exact topic given above?

   a. Encyclopedia of Philosophy
   b. McGraw-Hill Encyclopedia of Science & Technology
   c. International Encyclopedia of the Social Sciences
   d. Encyclopedia of World Art
   e. Encyclopedia of Education

5. What is the year of publication of the first item listed in the bibliography at the end of the article?

   a. 1958
   b. 1960
   c. 1966
   d. 1964
   e. 1962

EXERCISE TWELVE
ALMANACS

1. You are hoping to spend next summer working for the National Park Service. . .

White Sands

national monument is located in which state?

a. New Mexico
b. Alabama
c. Florida
d. Georgia
e. North Dakota

2. You've started to jog and it gets you to thinking. . . What horse won the Kentucky Derby in 1959?

a. Our Choice
b. Assault
c. Tomy Lee
d. Cannonade
e. Roman Soldier

3. What was the total energy consumption (in trillions of BTU) for the state of New York in 1979? [Remember to use a statistical source].

a. 4991
b. 4073
c. 4613
d. 4126
e. 5693

4. On the other hand you're pretty good in Chemistry. . . What is the atomic number of the chemical element Nobelium?

a. 106
b. 98
c. 86
d. 88
e. 102

EXERCISE THIRTEEN
BIOGRAPHIES

You are taking an introduction to Music course along with 400 other students, and have an assignment to write a brief biographical report in preparation for your term paper. In order to avoid having all 400 of you write on the same person and quote from the same sources, your instructor puts names and dates in a hat and you draw a slip. Using one of the general biographical sources listed on pages 42-44 of your handbook, you find a magazine article about Kathy Lennon published between September 1967 and August 1970.

1. What is the occupation given for the person named above?

   a. violinist
   b. music teacher
   c. trumpeter
   d. singer
   e. harpist

2. What is the title of the magazine in which you can find an article about this person?

   a. Melody Maker
   b. Television
   c. Los Angeles
   d. Junior Keynotes
   e. Look

3. Your somewhat elderly professor of U.S. History has the highly original theory that people who died in odd-numbered years contributed more to the world than people who died in even-numbered years. To verify his theory he has asked each of you to report on a notable American no longer living. Using one of the national biographical dictionaries listed in your handbook, you find out in what year Henri Pell Junod died.

   a. 1968
   b. 1971
   c. 1965
   d. 1962
   e. 1959

4. One of your roommates learns that a U.S. Senator was a distant relative, but isn't sure that this is anything to brag about. You offer to help find out something about this possibly illustrious ancestor. You turn to one of the specialized dictionaries listed in your handbook.
   Senator James Edward English belonged to which political party?

   a. Republican
   b. Democrat
   c. Federalist
   d. Independent
   e. Declined to State

SSC0998124

EXERCISE FOURTEEN
ATLASES

1. You would like to spend some time visiting a friend in Grand Junction, Colorado. How many miles would you have to travel by car from Philadelphia?

   a. 1987

   b. 1875

   c. 2340

   d. 1692

   e. 2217

Your friend has had it with Atlantic County and finds a job in Wailuku, Hawaii. It occurs to you that you might want to join him. You go to an atlas of the U.S. to collect a few facts about your friend's new town.

2. What is the zip code?

   a. 60076

   b. 96793

   c. 50309

   d. 30327

   e. 77063

3. In which county is it located?

   a. Wallowa

   b. Wasco

   c. Maui

   d. Tioga

   e. Seneca

SSC98611

EXERCISE FIFTEEN
BOOK REVIEW INDEXES

You read Immediate Origins of the War:
Written by Pierre Renouvin:
You want to know what the reviewers said about it when it was first published. You check the cumulative indexes to Book Review Digest (BRD), find the date when it was reviewed, look in the appropriate volume of BRD, note that it was reviewed in several journals, and decide to read the review which was published in Nation magazine.

1. In which issue of Nation did the review appear?

   a. F 13 '41

   b. D 3 '29

   c. Jl 5 '28

   d. My 2 '28

   e. D 2 '27

2. How many words were there in the review?

   a. 580

   b. 490

   c. 610

   d. 500

   e. 525

SSC82641

EXERCISE SIXTEEN
GOVERNMENT DOCUMENTS

1. Take a look in the Government Documents CODOC subject catalog. What is the call number of the first title listed under the subject Sex Crimes?

   a. US1-L-210-B000177 ENG

   b. US1-ZS-S092-82 ENG

   c. US1-HEW72377R000016 ENG

   d. US1-X-1-C000056 ENG

   e. US1-DD-17077C000061 ENG

(Remember that Stockton owns every publication listed in CODOC. All documents are located on the bottom floor.)

2. Look up a document entitled:

   Dallas Corridor Study

   in the Monthly Catalog. It appeared between 1977 and 1979. (Since you know the title go directly to the title index. If you didn't have a specific title you would, of course, use the subject index.)

   What is the SUDOC (Superintendent of Documents Classification) number of this item?

   a. Y 4.W36:WMCP 95-32

   b. J 1.42/3:SD-NPS-SR-3

   c. GP 3.22/2:037/3

   d. TD 2.30:77-15

   e. D 201.2:E12

SSC86345

EXERCISE SEVENTEEN
AUDIOVISUALS

You are looking for something about Ecological Succession. You go to the Audio-Visual Area, look in their CODOC Subject Catalog and find the call number of the first item listed.

1. The call number is:

   a. AC2BPECS - 000 - E33 - ENG

   b. SS2CBCEH - 004 - E58 - 14ENG

   c. FK2LBEDI - 008 - E23 - ENG

   d. SR2QKSSD - 000 - S72 - 16ENG

   e. AC2HVIWB - 000 - 181 - 29ENG

2. The LC Classification is:

   a. QK

   b. BP

   c. HV

   d. CB

   e. LB

3. The production is on a :

   a. Audio Cassette

   b. 16mm Film

   c. Video Cassette

   d. Video Tape

   e. Filmstrip

(You are welcome to listen to this or any other tape or film, etc. in the Audio-Visual area.)

SSC82775

EXERCISE EIGHTEEN

THE LIBRARY SEARCH -- HOW TO LOOK FOR INFORMATION FOR YOUR PAPER

1. Which of the following titles is a bibliography on

   Geography

   (Use the Subject Card Catalog.)

   a. World Enough: Rethinking the Future

   b. Living as World Neighbors

   c. A Geography of Mankind

   d. Bibliographies and Reference Works for Research in Geography

   e. Our World and It's People

2. List the order in which you would follow each step below to locate information on your topic.

   a. Search for articles in Indexes and Abstracts.

   b. Search the Card Catalog to locate books on your topic including bibliographies.

   c. Choose the topic.

   d. Locate government documents.

   e. Check an encyclopedia or dictionary.

   f. Locate subject headings for the Card Catalog by using LCSH (Library of Congress Subject Headings).

   LIST THE LETTERS IN ORDER: _____

   _____

   _____

   _____

   _____

   _____

SSC31103

EXERCISE NINETEEN
PREPARING A BIBLIOGRAPHY

Assigned Subject: Abortion

1. There is an article on this subject in the following SPECIALIZED encyclopedia (not Americana, Britannica, etc.)

   Title of Encyclopedia _____

   Page and volume number _____

   Call Number _____

2. List two subject headings from the Library of Congress Subject Headings which are related to your subject.

   a. Heading _____

      Vol. & page in L.C. Subject Headings _____

   b. Heading _____

      Vol. & page in L.C. Subject Headings _____

BIBLIOGRAPHY

Citations must be in approved style. Staple to this sheet xerox copies of the title pages of the three books and the first page of each of the three articles. The books and articles must relate to your subject.

Three book citations

3. _____

   _____

4. _____

   _____

5. _____

   _____

Three journal citations. List the index or abstract where you found each citation.

SSC0019

You may use Readers' Guide for one of the three journal sources. One newspaper article may be substituted for one journal article. One ERIC article may be substituted for one journal article.

Suggestion: It is not necessary to use the latest issues of the indexes or abstracts. You may be more successful if you use volumes from 1979 and earlier.

6. _____

_____

Source of citation _____

7. _____

_____

Source of citation _____

8. _____

_____

Source of citation _____

Attach additional sheets as necessary - Remember to attach your Xerox pages.

SSC0036

IR

Stockton State College Library Instruction

LIBRARY SKILLS HANDBOOK

IR052989

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David Cohen

Summer, 1982

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INTRODUCTION

This course in library skills is designed to aquaint you with the facilities and resources of the library. The skills and knowledge acquired in this course will be useful throughout your academic career, in whatever library you may be working.

The assignments are to be completed within a given period of time, and you may proceed at your own pace. For each assignment, READ the instructions and then turn to the corresponding assignment sheet. Your set of questions is unique; no other student in your class has the same questions for any assignment except the first. Circle the letter (a, b, c, d, or e) which corresponds to the correct answer for each assignment. When you complete several assignments, (no more than six), turn in your workbook at the Library Office, Room E-103 on the Main floor. The hours for the office will be 9:00 AM to 5:00 PM, Monday through Friday. Allow at least 24 hours for having them corrected. You may then make corrections, if necessary, and return your workbook for further review. When all questions have been answered correctly, you will have completed the course, you will know everything the course has tried to teach you, and your "COMPLETE" will be forwarded to your instructor. All assignments must be completed correctly.

The book is organized by types of material, not by area of the Library. This means that you will be going to different areas of the Library to complete various assignments. A good example of this is the assignment in which you locate books in the Library. Reference books are located on the main (second) floor. Circulating books are located on the upper (third) floor. A book can also be on a microcard and be located at the Circulation desk on the main (second) floor.

If you need any assistance please ask one of the Reference Librarians for help. There will be a Reference Librarian on duty at all times at the Reference desk on the main (second) floor.

The Workbook is not designed to be "tricky". There is the possibility that typographical or other mistakes have been made in your book.

All indexes and reference sources mentioned in The Workbook are listed with locations in the Appendix at the end. General reference sources are listed first and are followed by indexes. Use the Title Card Catalog to locate other books.

ONE

LIBRARY TOUR

Learning to use a library effectively can make the difference between success and failure at college.

The Library occupies three floors and contains approximately 48,000 square feet. There are over 105,000 books, including some 8,300 reference volumes. In addition, the Library has about 22,000 "books" in microform format.

The Library is a designated depository for selected U.S. Government Documents, New Jersey documents, and all documents issued by Atlantic County. This document collection now contains over 91,000 items.

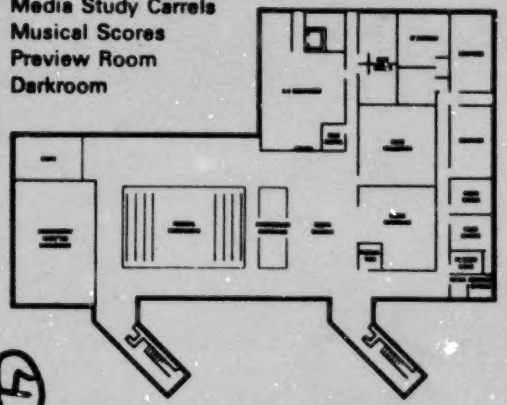
There are also available: Typing rooms, Portable calculators, a Darkroom, Carrels for viewing and listening to media, Microfilm readers and copiers, and Coin operated copying machines.

Walk around the library and try to identify the various collections. The map on the next page. This tour will provide you with an overall picture of the Library. You will be returning to most areas to complete a chapter later in the book. Now examine the floor plans on the following page.

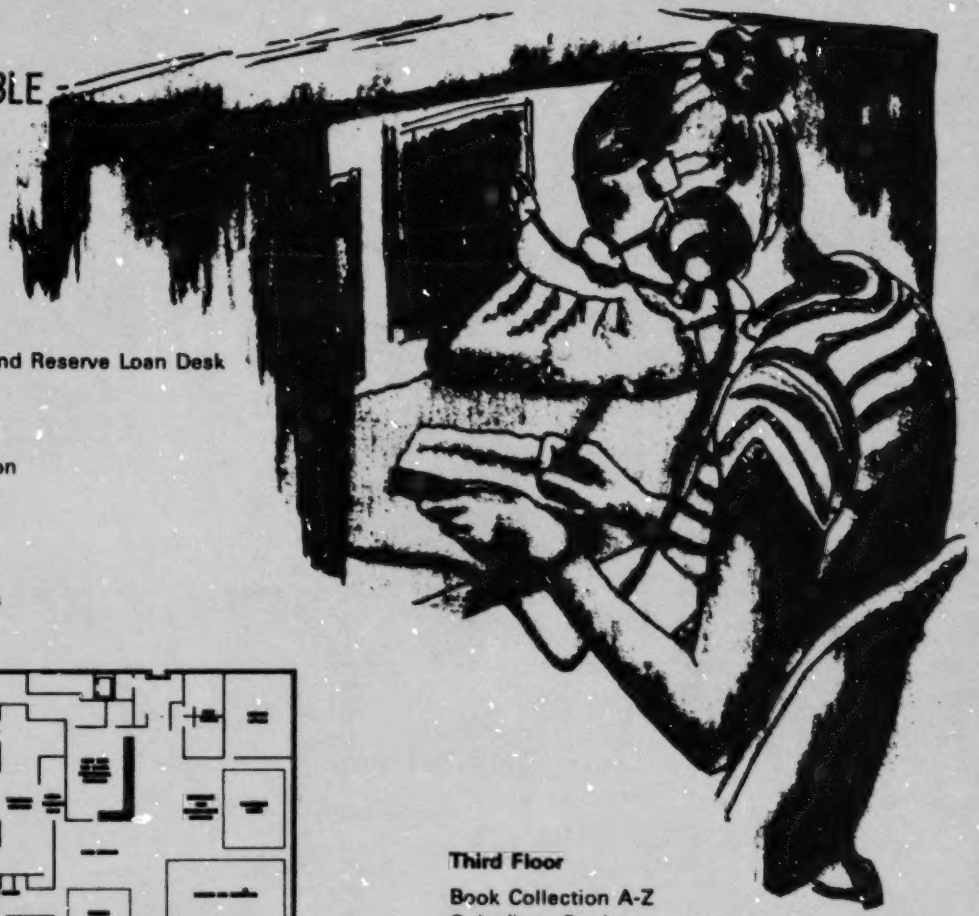
FEDERAL DEPOSITORY

First Floor

Audio Studio
Curriculum Materials
Equipment Distribution
Film Rental
Government Documents
Graphics
Media Collections
Media Services
Media Study Carrels
Musical Scores
Preview Room
Darkroom
Slide Collection
Video Editing
Wall Maps

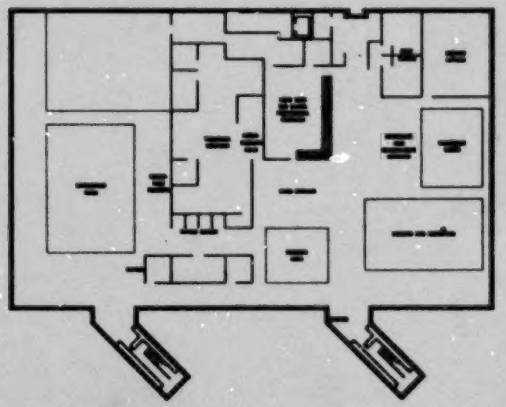


BEST COPY AVAILABLE



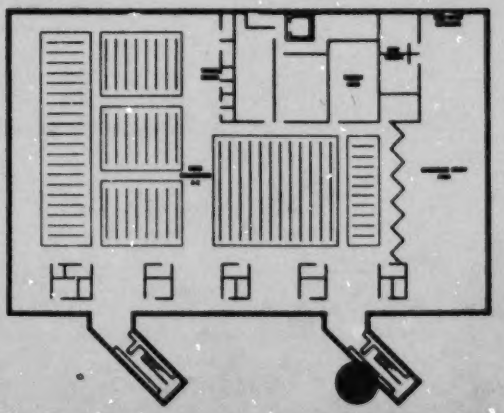
Second Floor

Book, Periodical and Reserve Loan Desk
Card Catalog
Interlibrary Loan
Library Offices
Microfilm Collection
Microfilm Readers
Periodicals
Reference
Reserves
Technical Services
Typing Rooms



Third Floor

Book Collection A-Z
Quiet/Late Study
Typing Rooms



GENERAL RULES

1. A Stockton I.D. or a community borrower's card is required to borrow materials. A community borrower's card may be obtained at the Loan Desk, main floor of the library.
2. Materials which do not circulate or have restricted circulation are: reference materials, periodicals, 16mm films, video tapes, and phonorecords.
3. Materials must be either returned or renewed by the date they are due. Fines will be levied for overdue materials.

The Stockton State College library houses a wide variety of materials and offers many services. If you have any questions do not hesitate to approach any library staff member, as they will be happy to direct you to the person most capable of assisting you. The people whose primary responsibility it is to assist library users are the Public Services librarians. These individuals are located opposite the main floor Loan Desk.

The library also provides for public use electronic calculators (main floor), public copiers, and manual and electric typewriters in typing rooms.

There are two service desks in the library. The Loan Desk located on the main floor is responsible for the circulation of books, interlibrary loan materials, periodicals and reserves. The Media Loan Desk on the ground floor is responsible for the circulation of media (films, filmstrips, kits, wall maps, globes, phonorecords, audio tapes and video tapes). Slides circulate from the Slide Collection Room. The Darkroom and Studio facilities are only available to Stockton students and faculty.

TWO

FINDING AND BORROWING BOOKS

All books are shelved on the upper (third) floor, except Reference Books, Best Sellers, and books placed on limited loan - or "reserve" -- behind the Circulation Desk. Specific issues of magazines and newspapers -- "periodicals" -- will be found by requesting them at the Circulation Desk on the main (second) floor. If you would like to find articles on a particular topic but are not sure which magazines they will be in, you need to use an index. You will learn to use these in chapter six.

HOW TO LOCATE A BOOK

Books in this library are arranged on the shelves according to the Library of Congress Classification system. Public libraries and school libraries usually use the Dewey Decimal Classification system. The LC system groups books into broad subject categories which are identified by a letter of the alphabet.

The books are shelved by call numbers which group the books according to subject. The call numbers start with one or more letters of the alphabet and are arranged in alphabetical order, from the A's to the Z's.

First locate the first letter of the call number (H, for example). Then look for the second letter, if there is one. Plain H comes before HA, and HM comes after HJ and before HX. Then look for the particular number which is the second portion of the call number (HM23). The third portion of the call number will start with a letter which will be followed by numbers (HM23.S56). These numbers should be read as though there were a decimal point before the number. Thus HM23.S56 will be shelved before HM23.S8 because .56 is smaller than .8.

The following numbers are in correct order:

H	H	HB	HB	HB	HT	HT
437	437	32	721	5278	4278	4278
S32	S4	R473	A48	M6	T844	T9

If the abbreviation REF. is printed above the call number, the book is a reference book. All reference books are on the main (second) floor, arranged alphabetically REF. A to REF. Z. Reference books DO NOT CIRCULATE.

If the abbreviation EDUC is printed above the call number, the book is part of the Education Curriculum collection. All EDUC books are located on the lower (first) floor and can circulate.

The following abbreviations represent different collections of books which have been reduced in size and placed on microcards. They are available at the Circulation Desk.

LAC - Library of American Civilization
LEL - Library of English Literature
SLAVERY

HOW TO CHECK OUT A BOOK

Present the book(s) and your college I.D. to the attendant at the Circulation Desk. The I.D. card must have a validation sticker issued for the present semester. There is no limit to the number of books which may be checked out to one person. Books circulate for two weeks.

A BRIEF SUBJECT INDEX TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Agriculture	S
Anthropology	GN
Archaeology	CC
Architecture	NA
Art	N
Astronomy	QB
Bibliography	Z
Biology	QH
Botany	QK
Business	HF
Chemistry	QD
Cook Books	TX
Dance	GV
Drama - See Literature	
Economics	HB-HJ
Education	L
Fiction - See Literature	
Folklore	GR
Games	GV
Geography	G-GC
Geology	QE
History	
Africa	DT
Asia	DS
Europe	
France	DC
Germany	DD
Great Britain	DA
Russia	DK
Spain	DP
Latin America	F
North America	E-F
Oceania	DU
U. S.	E-F
World & General	D
Languages	PA-PM
Law	K
Library Science	Z
Linguistics	P
Literature	
American	PS
British	PR
Classical	PA
Children's	PZ
French, Italian, Spanish	PQ
Germanic	PT
Near Eastern	PJ-PK
Oriental	PL
Slavic	PG
Mathematics	QA
Medicine	R
Military Science	U
Music	M
Naval Science	V
Novels - See Literature	
Oceanography	GC
Philosophy	B-BJ
Photography	TR
Physical Education	GV
Physics	QC
Plays - See Literature	
Poetry - See Literature	
Political Science	J
Psychiatry	RC
Psychology	BF
Religion	BL-BX
Science	Q
Social Science	H
Sociology	HM-HV
Sports	GV
Statistics	HA
Technology	T
Zoology	GL

This brief listing is only an indication of possible classifications for books. Check the Card Catalog for a complete record by subject, as well as by author and title, of all books in our collecton.

COMPLETE CHAPTER TWO, FINDING & BORROWING BOOKS, IN YOUR EXERCISE BOOK.

Selected Outline of the Library of Congress Classification

A - GENERAL WORKS - POLYGRAPHY
- AC - Collections, Series
- AE - Encyclopedias (General)
- AG - General Reference Works
- AI - Indexes (General)
- AM - Museums
- AN - Newspapers
- AP - Periodicals (General)
- AS - Societies
- AY - Yearbooks (General)
- AZ - General History of Knowledge and Learning

B - PHILOSOPHY - RELIGION
- B - Collections, History, Systems
- BC - Logic
- BD - Metaphysics
- BF - Psychology
- BH - Aesthetics
- BL - Religions, Mythology
- BM - Judaism
- BP - Mohammedanism, Bahaism, Theosophy
- BR - Church History
- BS - The Bible
- BT - Doctrinal Theology
- BV - Practical Theology
- BX - Special Sects

C - AUXILIARY OF HISTORY
- CB - History of Civilization and Culture (General)
- CC - Archaeology
- CD - Diplomatics (Collections of Documents, etc.) Archives, Seals
- CE - Chronology
- CJ - Numismatics, Coins
- CN - Epigraphy, Inscriptions
- CR - Heraldry
- CS - Genealogy
- CT - Biography, Biography as an Art, General collections, and individuals not identified with any country.
  NOTE: Biographies and autobiographies are generally found under particular subjects, and under names of countries, cities, etc.

D - HISTORY & TOPOGRAPHY (Except America)
- D - General History
- DA - Great Britain
- DB - Austria-Hungary
- DC - France
- DD - Germany

D-HISTORY & TOPOGRAPHY (Continued)

DE - Classical Antiquity
DF - Greece
DG - Italy
DH-DJ - Netherlands (Belgium, Luxemburg, Holland)
DK - Russia, Poland, Finland
DL - Scandinavia
DP - Spain and Portugal
DQ - Switzerland
DR - Turkey and the Balken States
DS - Asia
DT - Africa
DU - Australia and Oceania
DX - Gypsies

E & R - AMERICA (HISTORY & GEOGRAPHY)

E - America (General) & U.S. (General)
F - U.S. (Local) & America except U.S.

G - GEOGRAPHY - ANTHROPOLOGY

G - Geography (General)
GA - Mathematical and Astronomical Geography
GB - Physical Geography
GC - Oceanography
GF - Anthropogeography
GN - Anthropology, Ethnology, Ethnography
GR - Folklore
GT - Manners and Customs (General)
GV - Recreation, Sports, Games and Amusements

H - SOCIAL SCIENCES - SOCIOLOGY

H - Social Sciences (General)
HA - Statistics
HB - Economic Theory
HC - Economic History & Conditions, National Production
HD - Economic History: Agriculture and Industries
HE - Transportation and Communication
HF - Commerce (General)
HG - Finance
HJ - Public Finance
HM - Sociology (General and Theoretical)
HN - Social History, Social Reform
HQ - Sex Relations, Family Marriage, Home
HS - Associations (Secret Societies, Clubs, etc.)
HT - Communities, Classes
HV - Social Pathology, Philanthropy, Charities and Corrections
HX - Socialism, Communism, Anarchism, Bolshevism

J - POLITICAL SCIENCE

J - Documents
JA - General Works
JC - Political Science, Theory of State
JF - General Works
JK - United States
JL - British America, Latin America
JN - Europe
JQ - Asia, Africa, Australia, and Pacific Islands
JS - Local Government
JV - Colonies and Colonization, Emigration and Immigration
JX - International Law

K - LAW

L - EDUCATION

L - General Works
LA - History of Education
LB - Theory and Practice of Education Teaching
LC - Special Forms, Relations and Applications
LD - U. S.
LE - America except U.S.
LF - Europe
LG - Asia, Africa, Oceania
LH - University, College and School Magazines, etc.
LJ - College Fraternities and their Publications

M - MUSIC

M - Music (Scores)
ML - Literature of Music
MT - Music Instruction and Study

N - ART

N - Fine Arts (General)
NA - Architecture
NB - Sculpture and Related Arts
NC - Graphic Arts in General, Drawing and Design, Illustration
ND - Painting
NE - Engraving, Prints
NK - Art Applied to Industry, Decoration, Ornament

P - LANGUAGE AND LITERATURE

P - Philology and Linguistics (General)
PA - Classical Languages and Literature
PB - Modern European Languages
PC - Romance Languages
PD - Scandinavian Languages

P - LANGUAGE AND LITERATURE (Cont.)

PE - English Language, Including Anglo-Saxon & Middle English
PF - Dutch, Flemish, Afrikaans & German Languages
PG - Slavic Languages and Literature
PJ - Oriental Languages and Literature
PK - Indo-Iranian, Indo-Aryan, Iranian, Armenian, Caucasian
PM - Hyperborean, American and Artificial Languages
PN - Literary History and Collections (General)
PQ - Romance Literatures
PR - English Literature
PS - American Literature
PT - Teutonic Literatures
PZ - Juvenile Literature in English and Foreign Languages

Q - SCIENCE

Q - Science (General)
QA - Mathematics
QB - Astronomy
QC - Physics
QD - Chemistry
QE - Geology
QH - Natural History
QK - Botony
QL - Zoology
QM - Human Anatomy
QP - Physiology
QR - Bacteriology

R - MEDICINE

R - Medicine (General)
RA - State Medicine, Hygiene
RB - Pathology
RC - Practice of Medicine
RD - Surgery
RE - Ophthalmology
RF - Otology, Rhinology, Laryngology
RG - Gynecology and Obstetrics
RJ - Pediatrics
RK - Dentistry
RL - Dermatology
RM - Therapeutics
RS - Pharmacy and Materia Medica
RT - Nursing
RV - Botanic, Thomsonian and Electric Medicine
RX - Homeopathy
RZ - Miscellaneous Schools and Art

S - AGRICULTURE

S - Agriculture (General)
SB - Plant Culture
SD - Forestry

S - AGRICULTURE (Continued)

SF - Animal Culture
SH - Fish Culture and Hatcheries
SK - Hunting Sports

T - TECHNOLOGY

T - Technology (General)
TA - Engineering (General), Civil Engineering
TC - Hydraulic Engineering (Harbors, Rivers, Canals)
TD - Sanitary and Municipal Engineering
TE - Roads and Pavements
TF - Railroad Engineering and Operation
TG - Bridges and Roofs
TH - Building Construction
TJ - Mechanical Engineering and Machinery
TK - Electrical Engineering and Industries
TL - Motor Vehicles, Cycles, Aeronautics
TN - Mineral Industries, Mining, Metallurgy
TP - Chemical Technology
TR - Photography
TS - Manufactures
TT - Trades
TX - Domestic Science

U - MILITARY SCIENCE

U - Military Science (General)
UA - Armies, Orgainzation and Distribution
UB - Administration
UC - Maintenance and Transportation
UD - Infantry
UE - Cavalry
UF - Artillery
UG - Military Engineering
UH - Other Services

V - NAVAL SCIENCE

V - Naval Science (General)
VA - Navies, Organization and Distribution
VB - Naval Administration
VC - Naval Maintenance
VD - Naval Seamen
VE - Marines
VF - Naval Ordinance
VG - Other Services of Navies
VK - Navigation
VM - Shipbuilding and Marine Engineering

Z - BIBLIOGRAPHY & LIBRARY SCIENCE

THREE

THE CARD CATALOG - AUTHOR AND TITLE APPROACH

The Card Catalog in the College Library has cards representing authors, titles, and subjects for its books. There is a separate card catalog arranged alphabetically for each type of card. On the next page is a sample of an author card and a title card for the same book. The following page contains samples of subject cards for that book. Before you proceed to answer the questions on author and title entries, read the material on subject entries and the questions on subject entries, as the assignments are related and back-tracking can be eliminated.

The card catalog is the library tool that provides author, title and subject access to library materials. Stockton's card catalog includes entries for the entire book collection, as well as three major microfiche collections and music scores. The Stockton library card catalog is a "divided" one meaning there are separate author, title and subject catalogs. In the card catalog all cards are listed in alphabetical order word by word, not letter by letter.

The author catalog is arranged alphabetically with the surname first. There are many cards in the author catalog which do not contain a person's name. This is because a corporation or organization may be considered the author, or a work may be entered under the title because the author could not be established. Libraries use the term "main entry" instead of author because it covers all the exceptions to personal authors. There are title main entries, corporate author main entries, etc. In the title and subject catalogs there are cards stamped with the note "For complete holding see main entry". This means that the card represents a multi-volume set or series and that the author catalog should be consulted to find out which volumes Stockton owns. Note: works about a specific person are not listed in the author catalog by the person that is the subject, unless of course it is an autobiography.

The title catalog contains an entry for each book in the library. All of the cards in this catalog either have the title as the top line or the title is underlined in red. Remember that articles "a", "an" or "the" are disregarded in filing when one is the first word of the entry. (In the case of foreign language titles, articles as first words are also ignored in filing.)

If you have any questions, ask the librarians at the Reference Desk.

NOTE: The card catalog on the main (second) floor is the catalog for all three floors of the library. It includes Reference Books.

COMPLETE CHAPTER THREE, THE CARD CATALOG - AUTHOR AND TITLE APPROACH, IN YOUR EXERCISE BOOK.

THREE

SAMPLE OF AUTHOR CARD
(Filed in the Author Catalog in the R's)

TITLE AUTHOR

CALL NUMBER
HV
4046
N6
R58
1957

Riis, Jacob August, 1849-1914.
How the other half lives; studies among the tenements of New York. Introd. by Donald N. Bigelow. New York, Hill and Wang [1957]
281 p. 21 cm. (American Century Series, S-12)
1. Tenement - houses -- New York (City)
2. New York (City) -- Poor.
1. Title.
HV4046.N6R58 1957 57-9764

PUBLISHER DATE OF PUBLICATION TRACINGS (SUBJECT HEADINGS)

SAMPLE OF TITLE CARD
(Filed in the Title Catalog in the H's)

TITLE AUTHOR

CALL NUMBER
HV
4046
N6
R58
1957

Riis, Jacob August, 1849-1914.
How the other half lives; studies among the tenements of New York. Introd. by Donald N. Bigelow. New York, Hill and Wang [1957]
281 p. 21cm. (American Century Series, S-12)
1. Tenement - Houses -- New York (City)
2. New York (City) -- Poor.
1. Title.
HV4045.N6R58 1957 57-9764

PUBLISHER DATE OF PUBLICATION TRACINGS (SUBJECT HEADINGS)

SAMPLES OF SUBJECT CARDS

SUBJECT (In Captials)
(Filed in Subject Section in the N's)

TITLE AUTHOR NEW YORK (CITY) -- POOR.

CALL NUMBER
HV
4046
N6
R58
1957

Riis, Jacob August, 1849-1914.
How the other half lives; studies among the tenements of New York. Introd. by Donald N. Bigelow. New York, Hill and Wang [1957]
281 p. 21cm. (America century series, S-12)
1. Tenement - houses -- New York (City)
2. New York (City) -- Poor.
1. Title.
HV4046.N6R58 1957 57-9764

PUBLISHER DATE OF PUBLICATION TRACINGS

TRACINGS (indicate that cards have been filed under these two subject headings.)

SUBJECT
(Filed in Subject Section in the S's)

TITLE AUTHOR TENEMENT - HOUSES -- NEW YORK (CITY)

CALL NUMBER
HV
4046
N6
R58
1957

Riis, Jacob August, 1849-1914.
How the other half lives; studies among the tenemets of New York. Introd. by Donald N. Bigelow. New York, Hill and Wang [1957]
281 p. 21cm. (America century series, S-12)
1. Tenement - houses -- New York (City)
2. New York (City) -- Poor.
1. Title.
HV4046.N6R58 1957 57-9764

PUBLISHER DATE OF PUBLICATION TRACINGS

Indicates a card is also filed under title (in title catalog in the H's.)

FOUR

THE CARD CATALOG - SUBJECT APPROACH

The Card Catalog in the Library is divided into author, title, and subject sections. The subject catalog has subject cards for its books filed in alphabetical order. Note on the sheet of examples that the book by Riis has two subject headings. Subjects are typed in at the top of each card.

NOTE: The subject headings assigned to a book are printed near the bottom of the catalog card. In the case of the Riis book, the subjects assigned were, 1. Tenement - houses -- New York (City). and 2. New York (City) -- Poor. A catalog card was made also for the title of the book, How the other half lives; studies among the tenements of New York. This annotation is called the "tracing" because it traces, or keeps track of, all the catalog cards made for a book.

The Subject Card Catalog is especially useful for locating types of reference books. For example, a bibliography* on economics can be found by looking under the subject ECONOMICS - BIBLIOGRAPHY. These books will be filed behind all the cards with the subject ECONOMICS.

[* A bibliography is a list of writings relating to a given subject or a given author, or a list of an author's works. Do Not confuse this with a biography.]

COMPLETE CHAPTER FOUR, THE CARD CATALOG - SUBJECT APPROACH, IN YOUR EXERCISE BOOK

FIVE

THE LIBRARY OF CONGRESS SUBJECT HEADINGS

How do you know what subject to look for in the card catalog? Maybe there are several possible names for a subject, such as Sports accidents and Athletic injuries. Your first step should be to consult the Library of Congress Subject Headings.

This large, red, two-volume set of books is located on a table near the Subject Card Catalog. It contains subject headings arranged alphabetically. These are the subjects we use in our Card Catalog. A page taken from the Library of Congress Subject Headings is shown on the next page. If you examine the example, you will notice the following features:

1. Bold face type (dark print) indicates a subject heading that is used in the Card Catalog.

2. The abbreviation "sa" means "see also." You may use the subject headings listed after a "see also" entry.

3. The symbol "xx" heads the list of subject headings which are used in the Card Catalog, but are more general than the heading in bold face. You may use "xx" terms.

4. The sumbol "x" indicates subject headings that are not used in the Card Catalog. Do not try to find these headings in the Card Catalog. Instead, use the term in bold-face type above your "x" term.

5. A "dash" subheading means that it is part of the main heading. Refer to the example on the next page: "Death - Drama" is an acceptable subdivision of the main heading "Death."

FROM: LIBRARY OF CONGRESS SUBJECT HEADINGS

Bold face type indicates acceptable headings (headings used in card catalog).

"sa" means "see also"; the following list of related headings are acceptable.

"xx" heads list of headings which are more general than the heading in bold face.

Some acceptable subdivisions of the main heading.
Examples:
Death - Causes
Death - Handbooks, manuals, etc.
Death - Proof and certification

"x" indicates unacceptable headings. DO NOT USE THEM.

"Death - certification" is an unacceptable heading.
"See" reference refers to the acceptable heading.

Death *(Cytology. QH671; Folk-lore. GR455; Manners and customs. GT3150-3390; Medical jurisprudence. RA1063; Philosophy. BD444; Physiology. QP87; Proof of. in life insurance. HG8896; Statistics. HB1321-1530; Theology. BT825)*

sa Annihilationism
Bereavement
Children and death
Dead
Future life
Future punishment
Heaven
Hell
Immortalism
Intermediate state
Martyrdom
Mortality
Right to die
Terminal care
Translation to heaven

xx Eschatology

- Causes *(Medical jurisprudence. RA1063)*

sa Asphyxia
Autopsy
Combustion, Spontaneous human
Coroners
Drowning
Medical examiners (Law)
Mortality
Occupational mortality
Old age
Sudden death
Suicide
Violent deaths
Vital statistics
subdivision Mortality *under subjects, e.g.* Diabetes—Mortality; Men—Mortality

xx Autopsy
Death (Biology)
Vital statistics

- Certification
See Death—Proof and certification

- Determination
See Death—Proof and certification

- Handbooks, manuals, etc. *(GT3150-3296)*
Here are entered practical guidebooks on how to deal with the event of death including legal and business matters, insurance policies, and funeral and burial arrangements, etc.

Meditations *(BT825)*
Example under Meditations

Proof and certification *(Indirect)* *(State medicine. RA1051)*
Medical examiners (Law)

x Certification of death
Death Certification

BEST COPY AVAILABLE

By using the Library of Congress Subject Headings you can determine the precise heading under which books on your subject will be found in the card catalog. The "sa" and "xx" references can help you narrow or expand your field of research.

COMPLETE CHAPTER FIVE, THE LIBRARY OF CONGRESS SUBJECT HEADINGS, IN YOUR EXERCISE BOOK.

SIX

PERIODICAL INDEXES

Encyclopedias, yearbooks, almanacs, and other reference works give you condensed information on almost every subject. But much additional information, discussion, and opinion on these same subjects can be found in the thousands of periodicals published in this country and elsewhere. Study of a topic is seldom complete until periodical literature as well as books has been investigated.

Indexes to periodical literature usually give a complete reference to periodical articles, including author, title of the article, title of the periodical in which the article may be found, volume number, pages, and date, and additional material.

When you have found a number of books on your subject, you may feel you have enough information to write your paper. However, you will probably find that you need more up-to-date material than you can find in the books. It takes considerable time for a book to be written, published, purchased and, finally, appear in the library. For more recent information, you must consult magazines and journals which come out every week or every month.

Finding a magazine article on a particular topic is quite different from finding books on the same topic. The most efficient way to find a magazine or periodical article is to use an index to periodical literature. (Please note that the following terms are used interchangeably in the Library: periodical, journal, magazine, serial.) There are periodical indexes for areas of general interest as well as for specialized academic fields, and the indexes are all quite similar in the way they are used. The entry in the index is called a CITATION, and it includes the title of the journal; the page(s) the article is located on; and the date of the journal. The following is an example of an entry or citation found in a periodical index under the subject JUVENILE DELINQUENCY.

JUVENILE DELINQUENCY

a Return to school; counseling juvenile delinquents.
b N. Henry. Todays Educ 63: 42-44 S'74

c d e f g

a. Subject of the article
b. Title of article
c. Author of article
d. Name of the periodical in which it appeared (Today's Education)
e. The volume number of the periodical
f. The pages on which the article appeared in the periodical
g. The date of the periodical (Sept. 1974)

Indexes often use abbreviations and they frequently abbreviate the title of the periodical. Do not try to guess the name of the periodical. Look in the front of each index volume for the complete name.

NOTE: Indexes are located on the main (second) floor near the Reference collection. They are arranged alphabetically by title. The A's are near the windows and the W's are located near the middle of the floor.

The most widely used indexes are:

THE READER'S GUIDE TO PERIODICAL LITERATURE (RG)

Indexes more than one hundred different general periodicals. (Time and Newsweek, for example) Periodical articles are listed under subject and author.

HUMANITIES INDEX (HI), SOCIAL SCIENCES INDEX (SSI)

These two index general and scholarly periodicals dealing with the humanities and social sciences. Periodical articles are listed under subject and author. These two indexes were formerly one index, entitled Social Sciences and Humanities Index (SSHI) and, earlier still, entitled International Index (II).

PUBLIC AFFAIRS INFORMATION SERVICE (PAIS) BULLETIN

Indexes books, pamphlets, and government documents, as well as hundreds of periodicals in the fields of political science, history, legislation, economics, social studies, and government related subjects. Periodical articles are listed by subject.

MAGAZINE INDEX

This index is permanently mounted in a microfilm reader next to the Reference Desk. It is similar to the Reader's Guide to Periodical Literature because it indexes articles in mostly general magazines such as Time and Newsweek.

Though it only goes back to 1977 it will contain very recent articles. It is also convenient since several years are in a single listing alphabetically arranged by subject. The Magazine Index uses Library of Congress Subject Headings.

NOTE: Do not be confused by the generic name of this index. It is NOT the only index to magazines.

Virtually every discipline has it's own index to the periodical literature of it's specialized area. For example, there is an Art Index, a Music Index, a General Science Index, and an Applied Science and Technology Index. Most of these are arranged similar to the example given above.

An abstract can also be an index - it usually gives you the same information an index does. It tells you where to find information on a specific subject. But an abstract has an additional feature which can be very helpful in determining which of the citations listed will be most useful to you. An abstract contains a brief summary of the article being cited. After reading the summary you usually can determine whether or not the article is worth reading for your topic.

COMPLETE CHAPTER SIX, PERIODICAL INDEXES, IN YOUR EXERCISE BOOK.

SEVEN

FINDING STOCKTON COLLEGE LIBRARY PERIODICALS

The Stockton College Library owns many newspapers and magazines (periodicals) which contain information on a variety of topics. They are especially useful for finding current information.

Because of the heavy demand for these periodicals and because of limited space the library keeps most back issues on microfilm. Current issues are kept in paper copy behind the Circulation Desk. Microfilm and microfiche are convenient ways to store large amounts of information. There are readers available so that you can read these materials off a screen. Printers are also available which will photocopy the image from the screen for only 5¢ per copy.

When you have a "citation" to an article in a newspaper or magazine (the information needed to tell you where to get the article) from an index it will look something like this:

> Now The Greatest Changes Of All Are Due To Come. G. M. Phillips. J Comm 17:159-67 Je'67.

There is a great deal of information about the article contained in this citation. The author is G. M. Phillips and the title is "Now The Greatest Changes Of All Are Due To Come." The name of the magazine in which this article appears is abbreviated J. Comm. If you look in the first few pages of the index from which you found this article you will learn that the full name of the magazine is the JOURNAL OF COMMUNICATIONS. 17:159-67 tells us that the article is in volume 17 and on pages 159-67 of the journal. The date is June 1967.

Does Stockton own this magazine? Take a look in the Periodicals Holdings List which names all of the magazines Stockton owns. These are available on the index tables, the Reference Desk, and the Circulation

Desk. The list is alphabetically arranged by the name of the magazine. For example, if we looked up the citation above we would find:

JOURNAL OF COMMUNICATION

V. 25+ 1975+

Stockton Library owns all issues of this periodical from V. 25, 1975, to the current issue. These issues are unbound paper copies. Since the citation above was for volume 17, 1967, we would not own this issue. However, if you see:

JOURNAL OF COMMUNICATION

V. 1-8 1971-79 (M) V. 9+ 1980+

Then you know that Stockton owns volumes 1-8 1971-79 on Microfilm and everything from V. 9 1980 on is available in paper copy. There are a few other symbols worth knowing which are used in the Periodicals Holdings List. All materials to the LEFT of the symbol are in that format.

M	-	Microfilm
MF	-	Microfiche
B	-	Bound paper copies
INC	-	Incomplete holdings
MB	-	Microbook

NOTE: All paper copies of periodicals are obtained at the Circulation Desk. PERIODICALS DO NOT CIRCULATE.

If we don't own the periodical you need do not despair. We can get a photocopy of the article from another library at no cost to you provided that you give us a least 3 weeks to get it. This also applies to books that we don't own. Simply request an Interlibrary Loan Form from a Reference Librarian at the Reference Desk.

COMPLETE CHAPTER SEVEN, FINDING STOCKTON COLLEGE LIBRARY PERIODICALS IN YOUR EXERCISE BOOK.

EIGHT

NEWSPAPER INDEXES

Some newspapers publish their own indexes. These are useful not only for finding a particular article in that paper, but also for pinpointing the date an event happened. Once the date is known, information in other papers often can be located.

New York Times Index

A subject index giving exact reference to date, page, and column of the article in the N. Y. Times (e.g., My 2,1:16 means May 1, page 1, column 6). The year is on the cover of the volume of the index.

The best known newspaper index in the United States is the New York Times Index. The New York Times Index comes out every two weeks with an annual commulation each year.

Looking at the references on Panama in the New York Times Index on the next page several things become apparent. First, the essence of the newspaper article is right in the index. You can immediately determine if the article will be of help to you. You can also establish a chronology of, for instance, the negotiations over the Panama Canal. For news events of national importance the New York Times Index can also function as an index to other newspapers for which a separate index is not available. If you were doing a paper on The Panama Canal you could consult the New York Times Index and then check other newspapers close to the dates listed in the Times.

The New York Times Index gives you very specific information for locating an article in the Times. For each article the New York Times Index lists the date on which the article appeared, the page and even the column. When the article being referred to is in the Sunday Times, the New York Times Index also gives you the page number. Recently the

New York Times Index has added still another helpful feature. Before the date of each article a letter, either S, M, or L appears in parenthesis. This indicates the length of the article. S is short, M medium and L long.

Once you have a citation to the New York Times its relatively easy to find the article. Stockton's library owns the New York Times on microfilm from its beginning in 1851 to the present day. The Times comes in microfilm 1 to 2 months after the actual newspaper is published. The library keeps the actual newspapers until the microfilm comes in. The microfilm is arranged in alphabetical order by title in the microfilm cabinets which are on the main floor of the library.

The New York Times Index contains summaries of news and editorial matters arranged by subject headings. Entries under each heading are arranged chronologically. Below is a sample from the New York Times Index.

SAMPLE ENTRY: NEW YORK TIMES INDEX 1974

Cross reference to other entries with information on Panama. For example, you can look under the subject "Dominican Republic." Look then for references to October 10, 11, 12, and 13. These articles will relate to Panama.

Summary of news articles arranged chronologically.

(S), F 9, 4:3 - Means that a short article appeared on February 9, page 4, column 3.

Dominican Republic

Robert A Hurwitch; Balaguer made offer in nationwide broadcast, terming it 'absolutely final' (S), O 9,1:3; 7 Dominican Republic terrorists who seized Venezuela consulate and 7 hostages arrive in Santo Domingo on Oct 8 (S), O 9,16:3; **USIA dir Barbara A Hutchison and 6 other people held since Sept 27 in Venezuelan consulate are freed on Oct 9 by 7 terrorists, who proceed immediately to airport and leave by air for pol asylum in Panama;** Amb Robert A Hurwitch and delegation greet Hutchison; Hutchison describes her captivity; illus (S), O 10,16:1; Ambrosina Ares, Venezuelan consulate employe who was held captive by terrorists, says terrorists treated hostages well (S), O 10,16:3; Barbara A Hutchison, USIA dir who was among hostages seized by terrorists that took over Venezuelan consulate in Dominican Republic, describes captors as courteous and kind, news conf; notes claustrophobic conditions of room in which they were held; praises US, Venezuela and Spanish Ambs for negotiating with guerrillas on behalf of hostages, giving special thanks to Pres Joaquin Balaguer; Hutchison illus (S), O 11,6:1; Dominican terrorists, who came to Panama for asylum following their seizure of Venezuelan consulate in Dominican Republic and subsequent release of hostages, will be protected by Panamanian Natl Guard until they decide on next move, according to Lieut Col Manuel Antonio Noriega (S), O 11,6:3; 7 Dominican terrorists granted pol asylum by Panama after they released 7 hostages held in Venezuelan Consulate are under med observation at Santo Tomas Hosp; hosp sources rept that drs amputated toe on guerrilla Rolando Barinas Perez (S), O 12,11:5; Dominican Pres Joaquin Balaguer's unusual technique of allowing terrorists to seek asylum in exch for freedom of Amer diplomat USIA dir Barbara A Hutchison and six other hostages noted (S), O 13,IV,5:2

HR, 163-236, sustains Pres Ford's veto of bill to provide compensation to 2 newsmen wounded accidentally by US Marines in '65 uprising in Dominican Repub (S), N 21,1:1

DOMINICK, D Clinton. See also Educ—NYS, D 15

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Once you find the Times itself, the microfilm is in order by date. Each box is labeled as to what dates it contains. The reason we ask you not to put the microfilm back in the drawers is that if you put it back in the wrong place, the next person can't find it to use it. If its left on top of the microfilm cabinets, at least we have a place to start looking rather than checking each drawer.

The New York Times Index is not the only newspaper index the library owns. Others include the Christian Science Monitor Index, and Washington Post Index. The Newspaper Index is a subject index to the New York Times, Washington Post, and Christian Science Monitor from Jan. 1, 1977 to the end of last month (c the month before last).

This index is permanently mounted in a microform reader next to the Reference Desk. It is a conveniently arranged index in a single alphabetical listing to three major newspapers from 1977. The Newspaper Index uses Library of Congress Subject Headings.

NOTE: Do not be confused by the generic name of this index. It is NOT the only index to newspapers.

The Library also owns the following newspaper indexes:

Wall Street Journal Index 1958-1972
(1977+ is available on the Newspaper Index.)

Washington Post Index

The following page lists the newspapers owned by the Library.

NOTE: Not all have indexes.

NEWSPAPERS AT STOCKTON

Advertising Age (1930 - Current)
*Asbury Park Press (Feb. 1981 - Current)
*Atlantic City Press (1970 - Current)
(Missing 1978 - Just Ordered)
Akwesasne Notes (Current Only)
Back Stage (Current Only)
Barrons (1971 (B), Current Only)
Billboard (1970 - Current)
*Christian Science Monitor (1971-73 (M), Current Also)
Chronical of Higher Education (1971 - Current)
County News NACO (Current Only) Cancelled 1982
*Courier Post (April 1981 - Current)
Fishing News International (1972 - Current) Cancelled 1981
Free China Weekly (Current Only)
Guardian (Independent Radical) (Current Only)
El Hispano (Current Only)
Hoboe (Current Only) Cancelled 1982
Human Event (Current Only)
Il Popolo Italiano (1978-81)
In - These - Times (Current Only)
*Jerusalem Post (1978 - Current)
Jewish Record (Current Only)
Korea Herald (Current Only) Cancelled 1982
*Le Monde (Paris) (Current Only)
*Mainland Journal (Current Only)
Manchester Guardian (Current Only)
Melody Maker (Current Only)
National Billiard News (Current Only) Cancelled 1982
National Catholic Reporter (Current Only)
National Fisherman (1972 - Current)
Nauvoo Grapevine (Current Only)
*New York Times (1851 - Current)
Northeast Agriculture (Current Only) Cancelled 1982
*Philadelphia Bulletin (1970 - Current)
*Philadelphia Inquirer (Current Only)
People, The (Current Only
Rolling Stone (Current Only)
*Star Ledger (Current Only)
T. L. S. (Times Lit. Suppl.) (1902-78 (M), Current Also)
*Times (London) (Current Only
*Trenton Times (Current Only)
Village Voice (Current Only)
*Vineland Times Journal (Current Only)
*Wallstreet Journal (1958 - Current)
Wall Street Transcript (Current Only)
*Washington Post (1972 - Current)
Womans Wear Daily (Current Only)

* Current only means 1981 & 82 at this point - Usually means at least the latest 6 months.

Although not an index to any one newspaper, another good source of information on current events is:

Facts on File

Briefly summarizes national and international news events; issued weekly with cummulative indexing; set in three columns per page (1,2,3,) with each page divided into seven sections (A,B,C,D,E,F,G); index refers to the page, the column, and the section (e.g., 76 B1 means page 76, Section B, Column 1). This is an excellent place to start when you need to find a quick fact about an event. For example, you may have heard of a landmark court case but only know that it was decided in the last five years. By using the index in the back of each annual volume you will very quickly locate the exact date of the decision and a brief summary.

MICROFORM

In addition to the book, pamphlet, periodical, audio visual, and newspaper materials you already know about, Stockton has a great deal of material on microform. Rare and out-of-print items we would never hope to get in the original can be read on microcard, microfiche, or microfilm. The fact that ten days' worth of New York Times can be printed on a three-inch reel is very important in terms of storage; what formerly took a whole room of shelves can now be stored in a relatively small area.

The periodicals area of the Library has microfiche and microfilm readers and printers (photocopies are 5¢ per page). Ask for help at the Circulation Desk.

COMPLETE CHAPTER EIGHT, NEWSPAPER INDEXES, IN YOUR EXERCISE BOOK.

NINE

MORE PERIODICAL SOURCES - THE ABSTRACTS

Abstracts are like periodical indexes - they list the contents of journals in a particular field. Sometimes they also describe books and other documents. The main difference is that abstracts contain short SUMMARIES or ABSTRACTS of the articles, not just author, title, etc. Another difference is that most indexes cover only English language journals, while abstracts generally cover journals from all over the world. Reading abstracts is a handy way for scholars and students to keep up with world-wide developments in their fields of interest.

The following major abstracting services are useful to students. All are located in the Abstract and Index section or on the adjacent index tables. Some of the major abstracting services and their fields are:

Biology
- Biological Abstracts
- Biological and Agricultural Index

Chemistry
- Chemical Abstracts

Education
- Resources in Education (ERIC)

Environment
- Environmental Abstracts

History
- America: History and Life

Political Science
- USPSD (in Reference collection)

Psychology
- Psychological Abstracts

Sociology
- Sociological Abstracts

The Library subscribes to many other indexes and abstracts. See the list in the Appendix.

The material in an abstract volume is grouped into broad subjects; there is always an index for specific subjects and authors. For example, you are looking for the subject of government in an appropriate abstracting service such as Sociological Abstracts. First consult the subject index in the year or years you are researching.

For example in the 1978 subject index you will find the following under:

Govern -ing, -ment, mental, ments

Govern -ing, -ment, -mental, -ments
advanced capitalism, electoral freedom; politico-ideological discourse, abstract, constant features, hidden objectives emergence; 78J6275
Africa, educational inequality, reversal prerequisites; reproductive mechanisms identification, weaknesses localization, decentralization, research; 78J5191
Africa, social movement leaders, recruitment process; commitment experiences, structural accessibility, initial leadership actions, motivation; Rhodesian leaders; 78S08353

You are interested in te first citation, advanced capitalism, electoral freedom; politico - ideological discourse, abstract, constant features, hidden objectives emergence; 78J6275. The number 78J6275 refers to an entry in the abstract section of the 1978 volume. The entries are arranged in numerical order. The following is the sample entry for the citation above.

78J6275

Perez-Agote, Alfonso (Sarriena 73 Leioa (Vizcaya) Spain). **La libertad de elección (la estructura de la libertad en el capitalismo avanzado)** (Electoral Freedom [The Structure of Freedom under Advanced Capitalism]). *Revista Española de la Opinión Pública*, 1976, 45, July-Sept, 133-143. (Sp)

Freedom is understood symbolically, in an indeterminate sense. Various social contents can serve as concrete expressions of that indeterminate term. From an analysis of a number of social situations, which in the politico-ideological discourse of advanced capitalism are referred to as freedom, the abstract & constant features of that discourse are inferred, as expressions of a single structural model. The simplest expression of that model is the questionnaire that follows the question-response pattern. The freedom in the questionnaire is the freedom of selecting an answer; in any case, the question is accepted, & with it, the formulation of the phenomenon in question. The question poses the terms in which it is to be presented. This model of the freedom of election is applied to the so-called communication media which appear then as forms of power. Subsequently, it is applied to elections, referenda, the educational system, & the market. Finally, a theoretical-methodological reflection is made on the model itself, based on a double [illegible] the structural-fun[illegible]

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After you have read the abstract you can decide whether you want to read the complete eleven page article. If you do, your next step is to consult the Periodicals Holdings List to see if Stockton Library subscribes to the journal. You used the Periodicals Holdings List in the preceding chapter.

If the journal is not available here, you can fill out an Interlibrary Loan request at the Reference Desk.

Psychological Abstracts

One important service is Psychological Abstracts, which is essential to research in the field of psychology. It is also useful in such areas as education, child development and social problems. Psychological Abstracts is published monthly. Each issue has a front section of abstracts of journal articles, and a back section containing various indexes. The indexes are detailed and are easy to use.

Under each subject heading in the Subject Index are entries on articles pertaining to that subject. Each entry is followed by an abstract number. The articles in the abstract section (front section) are arranged by these abstract numbers in numerical order.

There are also semi-annual cumulative indexes that you can use for searching a half year without using the indexes in each monthly issue. Cumulative author and subject indexes are also available; these cover longer periods of time ranging up to several years. These large index volumes are shelved immediately below the Psychological Abstracts.

Follow these steps:

1. First, identify your area of interest in an index volume.

2. Then use the abstract number to find the abstract in the corresponding year or volume.

3. Consult the Periodicals Holdings List to see if our library subscribes to the journal in which the article is found. Copies of the Periodicals Holdings List are located at the Reference Desk, Index Tables, and Circulation Desk.

COMPLETE CHAPTER NINE, MORE PERIODICAL SOURCES - THE ABSTRACTS, IN YOUR EXERCISE BOOK.

TEN

DICTIONARIES

Dictionaries are books which contain lists of words in alphabetical order. The meanings of these words are given, as well as how they are pronounced. Some dictionaries may show how words are used in speech or writing and how the word came from other languages into our own language. They may also trace the changes in the meaning of a word from the way it was used centuries ago to the way it is used now.

Large dictionaries which try to include every word in the language are called unabridged dictionaries, while the smaller, abridged ones try to limit themselves to the more commonly used words.

Examples of unabridged dictionaries:

Random House Dictionary of the English Language,
the unabridged edition.

Webster's Third New International Dictionary,
3rd edition

The Oxford English Dictionary,
(REF PE1625.M83)

A dictionary of special interest is the Oxford English Dictionary (often called "OED"), a 13 volume set. Its goal is to include entries on every word in English used from 1160 on. It gives meanings, spellings, pronunciation, derivation, etc., but is especially strong in its historical tracing of each word in the language. It also gives the dates of the first recorded uses of particular meanings of words, with quotations illustrating these meanings.

There are two primary types of foreign language dictionaries. First, there is the dictionary written entirely in one language for people who speak the language; these can be of any size, variety or complexity, abridged or unabridged. Second is the English-Foreign-Language, Foreign-Language-English dictionary, of use primarily to the student of a language.

Examples of the second type are:

The New Cassell's French Dictionary, French-English, English-French
The New Cassell's German Dictionary, German-English, English-German
Cassell's Italian-English, English-Italian Dictionary
Cassell's Spanish-English, English-Spanish Dictionary

You can locate call numbers for these titles in the Appendix of this Workbook or by looking in the Title Card Catalog.

Often people have a need for specialized definitions. There are subject dictionaries that can answer this need. The definitions are usually more comprehensive or detailed than those in a general dictionary and emphasize the specialized vocabulary and definitions applicable to the field. These dictionaries are located by using the Card Catalog to look up the subject, which is followed by the subdivision Dictionaries, for example, Psychology - Dictionaries.

Here are some specialized dictionaries:

American Political Dictionary	(REF JK 9 P55 1976)
Dictionary of American Slang	(REF PE 3729 U5 W4 1975)
Dictionary of Psychology	(REF BF 31 D7 1964)

COMPLETE CHAPTER TEN, DICTIONARIES, IN YOUR EXERCISE BOOK.

ELEVEN

ENCYCLOPEDIAS

A general encyclopedia is often the best place to start research on a subject. Each article is written by a specialist in the field and provides a comprehensive introduction to the subject; it usually summarizes and synthesizes information from a variety of sources and provides a selective bibliography for further reading. These articles are helpful for getting a broad over-view of a subject before starting research on one aspect of it, or for checking on an unfamiliar item that comes up in the course of your research (for example, a passing reference to someone apparently important, whom the author does not discuss in detail because he assumes you will recognize the name.) Most encyclopedias contain many short articles in alphabetical order, so that it is necessary to consult the index in order to find the articles relating to a given subject.

Examples of general encyclopedias are:

Collier's Encyclopedia (REF AE 6 C683)
First published in 1949; emphasizes modern subjects. Many articles signed by contributors; bibliographies grouped in the last volume, along with index and study guide.

Encyclopedia Americana (REF AE 5 E333)
First published in 1904; coverage is comprehensive, but emphasizes the Americas. An especially good source of information on American cities and towns. Also includes evaluation of selected books, operas, musical compositions and works of art.

Encyclopaedia Britannica
This is the most famous encyclopaedia in English. Originally published in Great Britain, it has been published in the U.S. for many years. The set still reflects its British origins in spelling, in some headings,

and in the lengthy treatment of many British topics. A useful and generally well-made encyclopaedia, it has long detailed articles on many subjects. Many of the longer articles have useful bibliographies appended to them. The encyclopaedia is especially useful for the history and background of a subject. It is particularly strong in the arts, and the political and economic developments of European countries and cities.

Beginning with the 15th edition (1974), the Encyclopaedia Britannica is divided into three sections: 1) the "Propaedia", a one-volume outline of knowledge and guide to the Britannica; 2) the "Micropaedia", ten volumes (indicated by Roman numerals) which contain a large number of short articles on very specific subjects; 3) The "Macropaedia", nineteen volumes (indicated by Arabic numerals) which contain long articles on broad topics. There is an index volume in addition to the "Micropaedia" which contains both cross-references for its own use and references (with volume and page numbers) to the longer articles in the "Macropaedia." (If there is a long article by the same title, its volume and page numbers will be given at the beginning of the short article.)

In addition to general encyclopedias which cover the whole field of knowledge, there are many encyclopedias which concentrate on specific subject fields. The articles in these are more detailed and are usually much more exhaustive than those in general encyclopedias. The specialized encyclopedias are shelved in the reference section by call number.

Examples of specialized encyclopedias:

Encyclopedia of Education (REF LB 15 E47)
Contains over 1,000 signed articles, many of which are several pages long. There are bibliographies and a detailed subject index. It covers all aspects of education, including history, theory and research.

Encyclopedia of Philosophy (REF B41 E5)
Contains nearly 1,500 signed articles by 500 scholars. It includes all aspects of philosophy. The index is in Volume 8.

Encyclopedia of World Art (REF N 31 E533)
First published in 1958. It covers architecture, sculpture and painting. There are many color plates that illustrate world art.

International Encyclopedia of The Social Sciences (REF H 41 I5)
Emphasizes the analytical and comparative aspects of social science topics. It includes some biography. Broad topics are often subdivided. Most articles contain bibliographies and cross-references. Volume 17 contains an index and an outline of topics.

McGraw-Hill Encyclopedia of Science and Technology (REF Q 121 M3 1982)
Covers physical sciences, life sciences and engineering. Articles are written for the general reader at the college level.

New Catholic Encyclopedia (REF BX841.N44)

Encyclopedia of Psychology (REF BF31.E522)

REMEMBER: YOU WILL FIND MUCH MORE INFORMATION IF YOU USE THE INDEX VOLUME OF THE ENCYCLOPEDIA.

COMPLETE CHAPTER ELEVEN, ENCYCLOPEDIAS, IN YOUR EXERCISE BOOK.

TWELVE
ALMANACS

Almanacs are annual volumes of current and retrospective information, facts, and statistics. While almanacs are best used to answer simple questions of current or historical fact, the variety and diversity of information they contain are truly amazing. They tend to focus on information that changes and must be brought up to date. No two almanacs contain exactly the same materials, so it is often necessary to use more than one. The two most popular and best known general almanacs are:

Information Please Almanac
World Almanac

For call numbers and locations of almanacs in this library, see Appendix.

There are also almanacs designed for specific countries or particular subject areas. For example:

Canadian Almanac & Directory
The Weather Almanac
The Almanac of American Politics

Some specialized books limit themselves to statistics alone. A valuable source of statistical information is:

Statistical Abstract of the United States (REF HA 202 U5)
(Kept at the Reference Desk)
A standard summary of statistics on social, political, and economic aspects of the United States. It is published yearly by the U.S. Department of Commerce.

To find books of statistics on a particular subject, you can often find the subheading Statistics following a subject heading in the Card Catalog. Examples:

Baseball - Statistics

Hospitals - United States - Statistics

COMPLETE CHAPTER TWELVE, ALMANACS, IN YOUR EXERCISE BOOK.

THIRTEEN
BIOGRAPHIES

Libraries receive more requests for biographical information than for any other subject. It is extremely important to learn about particular sources of information about people in addition to the general reference sources already mentioned in this book. It is important to remember that book-length biographies can be found in the Subject Card Catalog by looking under the last name of the person.

There are many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. These are usually arranged in straight alphabetical order, the only problems being spellings of names (e.g. Olson, Olsen; Tolstoi, Tolsoy), and treatment of pseudonyms, titles, etc. Users of biographical sources must be aware that "facts" vary widely from one source to another owing sometimes to authors or editors, in other cases because people are not necessarily consistent (or truthful) in their relating of facts to biographers, in still other instances because many "facts" are a matter of intrepretation or opinion. For whatever reason, it is always best to check in several sources. Some examples of general biographical sources are:

Biography Index (Abstract & Index section)
A guide to biographical information in books, periodicals and the New York Times. Covers individuals of all nations and periods. One of the best places to start research if nothing is known about an individual. Note: Look here first when you want to find a MAGAZINE ARTICLE about a person.

Webster's Biographical Dictionary (REF CT 103 W4 1972)
General biographies of approximately 40,000 persons, of many countries, periods and occupations. It includes pronunciation.

Other biographical sources cover famous people of a particular country. There are "Who's Who" for many countries and regions. Glance at the titles in the Biography Case. Examples of national biographical dictionaries for living people are:

Who's Who (British) (REF DA 28 W6)
This is the original "Who's Who". It was first published in 1849 and it includes prominent living people in all fields. It emphasizes Great Britain and the Commonwealth Nations.

Who's Who in America (REF E 176 W642)
Very brief biographies of living contemporary figures of national importance in America.

There are also national biographical dictionaries for people no longer living.

Who Was Who in America
Covers notable Americans no longer living from 1607 to the present with a cumulative index in the latest volume.

Another way of classifying information about people is by occupation. There is a "Who's Who" or a biographical source for almost any field of specialization you can think of, from allergists to zoologists.

Examples of specialized biographical sources:

Biographical Directory of the American Congress, 1774-1961

Contains biographies of all members of the Senate and House from 1774-1961.

Contemporary Authors (REF PN 771 C56)

Biographies of living authors from all nations, giving personal data, career achievements, and a list of their works.

American Men and Women of Science (REF Q 141 A47 14th ed.)

Includes biographies of practicing scientists who have made significant contributions to American science.

COMPLETE CHAPTER THIRTEEN, BIOGRAPHIES, IN YOUR EXERCISE BOOK.

FOURTEEN

ATLASES

An atlas is a collection of maps which may be current or historical and which may cover the world or any section of the world. Atlases may include population charts, air distance tables, economic and political distribution maps. etc. Gazetters are keys to place names and are an essential part of atlases. Some examples of Atlases are:

Rand McNally Road Atlas

This atlas will indicate the major highways in all 50 states and provide street maps for major cities. There is also a mileage chart at the beginning of the atlas which will tell you how many miles you will need to travel by automobile between major cities.

Rand McNally Commercial Atlas and Marketing Guide

Primarily an atlas of America, it includes many statistical tables of population, business and manufacturers, agriculture and other commercial features. Of particular interest is a state-by-state index which lists nearly 125,000 places (many of them without post offices). Population, map key, altitude, post office serving the point, transportation services, banking, and other pertinent data are indicated, sometimes, by symbols, with a key to the symbols at the bottom of the page.

Atlantic County Street and Road Map (Available at the Reference Desk). Locates particular streets and highways in Atlantic County.

Peterson's Travel Guide to Colleges

Gives maps of states with locations of colleges. Descriptions of colleges, and travel direction, are also included.

For call numbers and locations of atlases in this library, see Appendix.

COMPLETE CHAPTER FOURTEEN, ATLASES, IN YOUR EXERCISE BOOK.

FIFTEEN

BOOK REVIEW INDEXES

Book reviews are sources of literary criticism written at approximately the same time the book was published. They are useful because they often discuss the author's style, plot structure, character development, and theme. The reviewer may include the background of the author and the research that went into writing the book. Also, reviews give an indication of what knowledgeable people thought about the book when it was first published. Two major reference sources for finding book reviews are:

Book Review Digest

Lists the book by its author, summarizes the content of the book, and gives short excerpts from some reviews to give an idea of the reviewer's reaction. A subject and title index is included.

Book Review Index

Lists the book by its author, and gives an abbreviated reference to the journal in which the review was published.

It is important to know the date the book was first published, since book reviews appear soon after publication. Look in the volume that corresponds to the year that the book was published. If no reviews are listed, check the volumes for one or two years after the date of publication.

There is a cumulative index for Book Review Digest covering the years 1905-1974. Book Review Digest and Book Review Index are kept on the Index and Abstract tables.

FINDING REVIEWS OF BOOKS

In searching for reviews, the following steps should be considered:

1. First, be certain you have the correct author, title and publication date of the book. If you are not certain and do not have the book with you, you can check in Books in Print (on the reference shelves opposite the director's office), Cumulative Book Index (on the far side of the first group study on the main floor) or the National Union Catalog, (adjacent to the card catalog), or the OCLC terminal (at the reference desk). If Stockton owns the book, you can also check the card catalog.

2. If the work is of a general nature with at least some popular appeal, it is probably included in Book Review Digest (1905+) (on index tables). One advantage of using Book Review Digest is that it frequently contains excerpts which sometimes satisfy the user. Look here especially for books that have been noteworthy or controversial. If a book has not received wide attention it will probably not be included. Book Review Digest is published monthly except in February and July. Each year it is cumulated into one volume.

3. If there seems to be limited interest in a book, turn to Book Review Index (1965+) (on index tables). Although it does not include excerpts as Book Review Digest does, it lists many more books and usually more reviews per book. It is published quarterly and cumulated annually.

4. If you still have not found a review, try Index to Book Reviews in the Humanities (1961-1970, 1972+) (REF Z1035 A1 63). It is published annually, covers more periodicals and is especially useful for locating hard to find titles in the humanities.

5. Cumulated Index to Book Reviews (1905-1976) (REF Z1035 A1 N35 1975) This is a cumulated index to Book Review Digest. Not all reviews are included, however, once you locate your title here you will find only a few reviews. Go to the Book Review Digest for the appropriate year to locate additional reviews.

6. Current Book Review Citations (Located on Index Tables)
This is cumulated author and title index of all reviews which have appeared in all indexes published by the H. W. Wilson Company (e.g., Reader's Guide to Periodical Literature, Business Periodicals Index, Social Sciences Index, Humanities Index, etc.).

7. If you have not found a book review in a general book review index, try a subject index. The library owns many subject indexes arranged alphabetically by title such as Humanities Index. In Humanities Index, there is a separate index of book reviews in the back alphabetically arranged by the author's last name. In Social Sciences and Humanities Index there is no separate index of book reviews. Check under the subject of the book. Each index will be used differently to locate book reviews.

COMPLETE CHAPTER FIFTEEN, BOOK REVIEW INDEXES, IN YOU EXERCISE BOOK.

SIXTEEN
GOVERNMENT DOCUMENTS

Government documents are materials which are issued or published at public expense. They usually grow out of the function of the governmental agency which issues them and they include records of government administration, research documents, current statistics, and information of popular interest. Government documents cover an extremely wide variety of subjects, from buying a home to the budget of the United States. Many thousands of items are issued each year. In fact, the U.S. Government is the world's largest publisher.

Publications of the United States government contain much useful information. They are especially valuable because they are authoritative, inexpensive, timely, and they cover a wide range of topics.

The Stockton Library is a selective depository of United States Government Documents; that is, it receives a copy of most government publications available for distribution by the Government Printing Office. We also receive many New Jersey, Atlantic County, and other local documents some publications of the United Nations are also available. Stockton owns about as many Government Documents as it does books.

In order to know what documents are available on a particular topic, you will want to become familiar with two sources: CODOC and the Monthly Catalog of United States Government Publications (most commonly known as the Monthly Catalog). Government Documents are NOT LISTED in the Card Catalog, you MUST use CODOC.

GOVERNMENT DOCUMENTS CODOC

Stockton State College Library is unique in that it is the largest U.S. Library using an indexing system called "CODOC" (Cooperative Documents). Put simply it allows us to provide a special guarantee:

> If you find an item in the CODOC index, we HAVE it or can tell you where it is.

As of the Fall Semester, 1981 all of Stockton's documents collection is in CODOC except for House and Senate hearings. To locate documents which Stockton does not own you will need to use the Monthly Catalog which we will discuss shortly. This is especially true for materials published before 1973 when the depository collection began.

The "CODOC" indexes for Federal publications are kept at the reference desk (Main Floor). The documents are on the bottom floor. A separate index exists for each of the following: Titles, Subjects, Personal Authors, Corporate Authors, Series, Serials and Shelf List. The index called "title listing by subject" uses Library of Congress Subject Headings, like the subject card catalog. Once you check the proper index, you'll need to know:

WHAT THE LETTERS AND NUMBERS MEAN
(or how to get from index to document)

Found what you want in the indexes? If not, see your librarian. If yes, let's look at how to proceed. A typical document will be listed in most of the aforementioned indexes. In the title index, for instance, one citation looks like the following:

U.S. 1 ER 12 S000052 ENG (AN-D)

SOLAR ENERGY IN AMERICA'S FUTURE

PRELIMINARY ASSESSMENT

U.S. 1 — Tells us it is a publication of the United States Government "U.S. 2" is used for state, "U.S. 3" for county documents and so on down the line. Canadian Government publications would thus begin with "CA 1".

ER — Is the designation for the Energy Research and Development Administration, the branch responsible for the document.

12 — Is the number Stockton has assigned to the Division of Solar Energy which actually prepared the document for it's parent, the Energy Research and Development Administration.

S000052 — Looks long, but that's because it is the unique (sometimes called "Cutter") number assigned to this particular publication.

ENG — Means it is written in English.

(AN-D) — Denotes the "feature" in this case an annual and the location "D" for documents (TOP FLOOR). Other "feature symbols" include:

"LF" - leaflet
"BK" - book
"BL" - booklet
"PF" - pamphlet
"LL" - looseleaf
"FS" - folding sheet

Location symbols also include:

"D" - Documents
"RF" - Reference (Main Floor)
"IA" - Index and abstract Tables (Main Floor)
"PR" - Permanent Reserve
"DO" - Documents Office

Number in hand, you are now ready to go to the ground floor to the documents area. Documents are shelved together by type: U.S. 1 first, U.S. 2 and all others at the end. Within that, the filing is alphabetical, then numerical. All the stacks are labelled at the ends. Should you have problems, go to the Documents Workroom for assistance.

Unless stamped "Does Not Circulate", all documents may be borrowed for the normal book loan period. Sign your choices out at our Circulation Desk (Main Floor). Exceptions include virtually all census material, government periodicals and microforms. Otherwise, take all you can carry.

THE MONTHLY CATALOG

This guide is indispensable for anyone working with U.S. government publications. It lists publications of all departments or agencies alphabetically by key word in issuing agency name (e.g. Education Office, not Office of Education). Entries are numbered consecutively through each year (18,405 in 1970) with an index each month and a cumulative index with the December issue. From June 1976 to the present, semiannual indexes are issued in June and then replaced by an annual cumulative index in December.

USING THE MONTHLY CATALOG

The Monthly Catalog works similar to the abstracts you used in Chapter Nine.

First, look in the cumulative title index for the year. These are spearate from the monthly issues and are labelled "Index" on the spine. When you find the title you are seeking, note the entry number next to it. For example, look at the example on the next page 78-17569 is the entry number. All of these documents are listed in full in the monthly issues of the Monthly Catalog in numerical order. If you look under 78-17569 in the September 1978 Monthly Catalog you will see the full information about the document as shown on the next page. Note the SUDOC or Superintendent of Documents number which you will need to locate your document in order to answer question two on the assignment.

Remember, when you use the Monthly Catalog, Stockton does not necessarily have the document. To find out if we do own it, you would have to check the CODOC catalog.

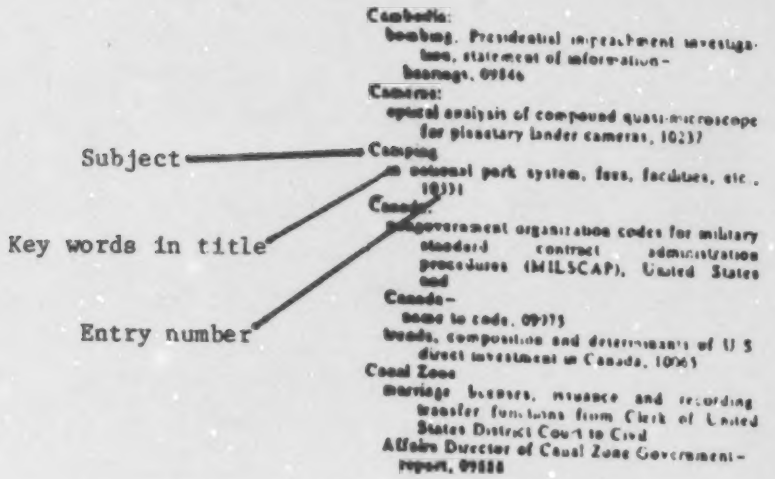
In addition to the Monthly Catalog, there is a cumulative subject index to U. S. Government publications issued from 1900 to 1971. This index is called Cumulative Subject Index to Monthly Catalog of United States Government Publications and is available on the index tables. It resembles the index section of the Monthly Catalog. The first number given next to a title refers you to the year of the Monthly Catalog. The second number is the entry number.

The next page contains an example of an entry in the MONTHLY CATALOG.

COMPLETE CHAPTER SIXTEEN, GOVERNMENT DOCUMENTS, IN YOUR EXERCISE BOOK.

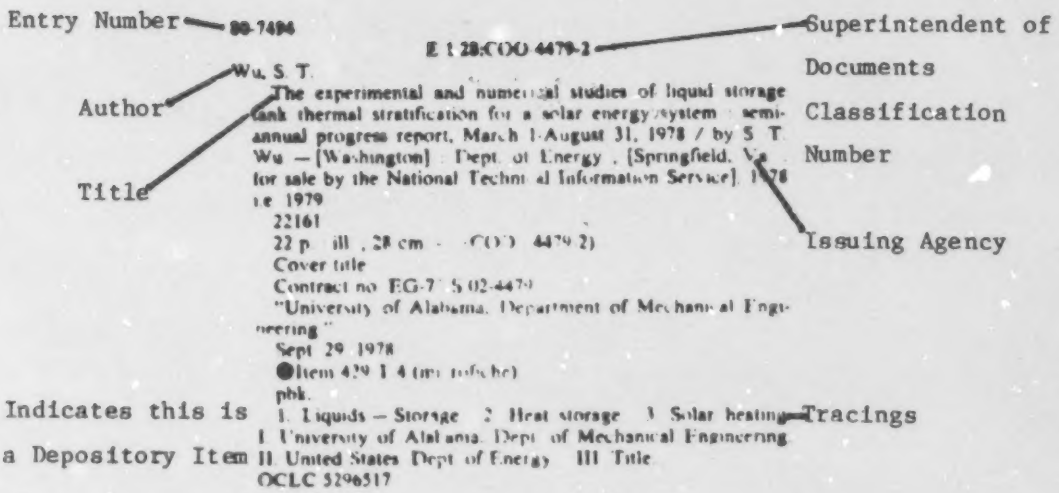
BEST COPY AVAILABLE

SAMPLE INDEX



Cambodia:
bombing, Presidential impeachment investigation, statement of information - hearings, 09846
Cameras:
optical analysis of compound quasi-microscope for planetary lander cameras, 10237
Camping
national park system, fees, facilities, etc., 10331
Canada:
intergovernment organization codes for military standard contract administration procedures (MILSCAP), United States and
Canada -
name to code, 09775
trends, composition and determinants of U S direct investment in Canada, 10065
Canal Zone
marriage licenses, issuance and recording transfer functions from Clerk of United States District Court to Civil
Affairs Director of Canal Zone Government - report, 09888

SAMPLE ENTRY



80-7494

E 1.28:COO-4479-2

Wu, S. T.

The experimental and numerical studies of liquid storage tank thermal stratification for a solar energy system : semi-annual progress report, March 1-August 31, 1978 / by S. T. Wu. — [Washington] : Dept. of Energy ; [Springfield, Va. : for sale by the National Technical Information Service], 1978 [i.e. 1979]

22161

22 p. : ill. ; 28 cm. - (COO ; 4479-2)

Cover title

Contract no. EG-77-S-02-4479

"University of Alabama, Department of Mechanical Engineering."

Sept. 29, 1978

●Item 429-I-4 (microfiche)

pbk.

I. Liquids — Storage. 2. Heat storage. 3. Solar heating. I. University of Alabama. Dept. of Mechanical Engineering. II. United States. Dept. of Energy. III. Title.

OCLC 5296517

KEY TO SYMBOLS USED

•For Sale by Superintendent of Documents
+Distribution Made by Issuing Office
#Not Available for Sale or Distribution

@For Sale by National Technical Information Service, Springfield, VA 22151
●Sent to Depository Libraries

CHAPTER SEVENTEEN
AUDIOVISUALS

Stockton Library has a collection of non-print materials which contain a variety of information. These materials include audiotapes and cassettes, filmstrips and filmstrip kits, videotapes and cassettes, 8mm and 16mm films, transparencies, slides and slide tape sets, and phonorecords. Here you will find everything from a videotape of a Shakespeare production to scenes from a fight of Muhammad Ali.

In order to locate materials in the audio-visual collection you will need to use the Media "CODOC" catalog. (There is a separate catalog for phonorecords.) These catalogs are available by the Reference Area as well as in the Audio-Visuals area. Unlike the card catalog for books, CODOC is in a computer printout form.

Though there are several sections to the CODOC catalog the two you will want to become familiar with are the TITLE and SUBJECT sections. Obviously, if you know the name of a film or videotape, etc., that you are looking for then you should look for it by title. However, if you are looking for information about a topic then you will use the subject section. This part of CODOC uses the Library of Congress subject headings just as the subject card catalog does. The materials are arranged on the shelf according to a call number. The call number is located next to the title in the CODOC catalog. An example of a call number and what the symbols stand for is given on the following page:

SR	2	J	HAE	001	S12	52
Symbol for 16mm film	-	LC classification	"Cutter" or symbol based on name of series	Number of item in series	"Cutter" or symbol based on title	Length of film in minutes

The first two letters refer to the type of (format) audio-visual the item is. For example SR is the symbol for a 16mm film. Other symbols for formats are listed below:

AC	Audio Cassette	TR	Transparencies
AT	Audio Tape	VC	Video Cassette
FK	Filmstrip Kit	VT	Video Tape
FS	Filmstrip	ER or EL	8mm Film
SR	16mm Films	CA	Catalogs of films and other AV materials. These are located in the reference areas on the main floor.
SS	Slide-tape Presentations		
RL	Miscellaneous Materials such as cards and posters.		
MP	Wall maps		

COMPLETE CHAPTER SEVENTEEN, AUDIOVISUALS, IN YOUR EXERCISE BOOK.

CHAPTER EIGHTEEN

THE LIBRARY SEARCH -- HOW TO LOOK FOR INFORMATION FOR YOUR PAPER

Now that you have completed the workbook on library reference materials, you will be able to locate information for your papers and speeches. We will help you to plan your search for these materials. The hardest problem is deciding on a subject. You should be interested in the subject; the subject must not be too broad or too narrow; material on the subject must be available, preferable in Stockton Library.

Here are some questions to ask yourself before you pick a subject:

1. What general field interests me? Do not decide on a final, specific topic in that field until you have done some preliminary reading. As you read, you will see what material is available and what part of that material interests you. Is there enough material for a paper? Is there too much material for a paper? For example: You should not attempt to research all of English literature or all of Shakespeare or even one of Shakespeare's plays. You might try to research the purpose of the fool in <u>King Lear</u>.

2. Do I have the background to handle a very technical or scientific or scholarly subject? You might write a paper on air pollution control devices, but you may not want to discuss the physical principles of electrostatic precipitators.

3. Has information been published on my subject? Does Stockton Library have this information? If not, do I have the time to wait (about three weeks) for material requested through Interlibrary Loan? You should discuss these questions with a librarian. For example, in Stockton Library you can find the laws of the United States and the laws of New Jersey, but not the laws of Ohio or California or other states, since we are not a law school library.

The Search Plan

For most research papers, you will follow the same steps you used in doing the workbook exercises. This time you will be looking up your own subject in each book or index. Reread the chapters in this workbook to remind yourself of the procedures and to find specific reference sources for your subject.

1. Use dictionaries and encyclopedias to define the subject and to gain some background. Use the general works first and then the specialized dictionaries and encyclopedias (Chapters 10 and 11). Sometimes a textbook will be a useful starting point.

2. Use the Library of Congress Subject Headings to identify the subject headings relating to your subject. Now use these headings to find books in the subject part of the Card Catalog. Be sure to look for bibliographies under your subject heading, for example, METALLURGY -BIBLIOGRAPHIES (Chapter 4).

3. Use the author and/or title part of the Card Catalog to see if Stockton Library has the books listed in the encyclopedia articles or in the bibliographies you have found (Chapter 3).

4. Use periodical indexes to find journal articles on your subject (Chapter 5). Find more articles by using abstracts (Chapter 9). Additional abstracts and indexes are listed in the appendix of this workbook.

5. Use the Periodical Holdings List to identify and locate the periodicals in Stockton Library (Chapter 7).

6. Find newspaper articles, especially if your subject is in the social sciences, by using the newspaper indexes: New York Times Index and the Wall Street Journal Index (Chapter 8).

7. The audio-visual area may contain some useful information and attractive visual materials to enrich a speech or project (Chapter 17).

8. Look at the table of contents of this workbook to remind yourself of other sources of information for your particular subject: almanacs, biography sources, statistical sources, atlases, etc.

9. Consult the librarian at the Reference Desk to learn about other sources in your field, or if you need help using any materials. There are many reference materials in addition to the ones listed in this book.

10. USE THE BIBLIOGRAPHY OR LIST OF SOURCES IN EVERY BOOK OR ITEM YOU CONSULT. You can use these sources to extend your search.

11. Make a separate bibliography card for each item you use or plan to use. Record accurately all the available information on author, title, publisher, date, etc., including call number. Make notes at the bottom of the card to remind yourself of special information or ideas. Later, when you have to write the bibliography for your paper, you will already have completed most of the work. Time spent on bibliography cards will save time later. See sample bibliography cards on the next page.

The book, Writing Research Papers by James D. Lester, (LB 2369 L4), is especially helpful to students. It gives excellent instructions on taking notes, recording bibliographic information, outlining and writing the actual paper. The book is on reserve at the Circulation Desk. It is also available at the bookstore.

COMPLETE CHAPTER EIGHTEEN, THE LIBRARY SEARCH -- HOW TO LOOK FOR INFORMATION FOR YOUR PAPER, IN YOUR EXERCISE BOOK.

CHAPTER NINETEEN

PREPARING A BIBLIOGRAPHY

During your college career, you will be assigned papers, speeches and research projects in many courses. You will be able to follow the steps outlined in the previous chapter to start gathering material. When you feel you have found sufficient information on your subject, you will read the material carefully, think about it, and analyze it. Then you will organize and outline it. Perhaps you will have to repeat some of these steps. Finally you will begin the actual writing. Your professor will give you guidelines and assistance and perhaps some specific requirements for his/her course. You can get additional help from books like James Lester's Writing Research Papers, on reserve at the Circulation Desk.

At the end of your paper you will be required to attach a bibliography, a list of the materials you have used in writing the paper. You have already seen and used the bibliographies that other authors have compiled for their articles and books. Your bibliography has the same purpose --to permit the interested reader to investigate your subject in greater depth. Therefore, you must be very accurate in recording names, titles, volume and page numbers and dates. You must list only those materials you actually used. It is possible that you consulted twenty articles in your preliminary reading. But when you narrowed down the broad subject and decided on your final topic, you actually used material from only fourteen articles. You will list only the fourteen in your bibliography.

Bibliographies must have a consistent form or style; that is, each book citation will have the same punctuation, same underlining, same position of information. Journal articles have a somewhat different arrangement. Such uniform lists give your paper a more professional appearance and ensure that your reader will not be confused. Your bibliography should be arranged in alphabetical order by the last name of the author. Some sample citations follow in the style suggested by Lester:

Book Citation

(Book -) Burland, Cottie. Eskimo Art. London: Hamlyn, 1973.
(one author)

(Book -) Webb, William, and Robert A. Weinstein. Dwellers at
(two authors) the Source. New York: Grossman, 1973.

Journal Citation

(Article -) Schmitz, Tony. "Film Makers' Reflections." Arizona
(one author) Highways, 52 (August, 1976), 4-9.

(Article -) Villard, Henry H., and John Harberger. "The Social
(two authors) Cost of Corporate Moncpoly Profits." Political
Science Quarterly, 72, No. 3 (1956), 123-156.

Newspaper Citation

(Unsigned) "Egypt Requests U.N. Support." Los Angeles Times,
(article) 14 Dec. 1971, p. 1.

ERIC Citation

Norberg, K.D. Iconic Signs and Symbols in Audiovisual
Communication. Sacramento, Calif.: Sacramento
State College, 1966. (ERIC Document No. ED013 371).

You will find citations for other kinds of works by consulting the following important style manuals:

Lester, James. Writing Research Papers, on reserve.

Turabian, Kate. A Manual for Writers, on reserve.

The Bibliography Chapter

The final exercise in this library research course will give you practice in compiling a bibliography. You will do a limited amount of library research to gather information on your assigned subject, but you will not write a paper. Instead, you will answer some questions and you will compile a short bibliography as if you had written a paper.

Choose EITHER the Lester or Turabian style manuals listed for the style of your citations. All your citations must be in one style; DO NOT mix the styles. For each citation in your bibliography you must look at the actual book or article. Then xerox the title page of a book or the first page of an article. Staple all xerox copies to the exercise sheet you will hand in.

You may xerox the sample sheets which follow this page to use for your bibliography assignment. A typed paper is preferred. If this is not possible, you must PRINT the exercise in ink. No written papers will be accepted. For full credit, the exercise must be typed or printed in ink and in correct form; it must be neat, legible and free of spelling errors. The citations must be relevant; that is, they must support the assigned subject.

NOTE: When you assemble a bibliography for an actual paper in another class, place all the citations in one list. That is all your book and journal citations will be interfiled and arranged in alphabetical order by author.

COMPLETE CHAPTER NINETEEN, PREPARING A BIBLIOGRAPHY, IN YOUR EXERCISE BOOK.

The End - The Beginning

Our goals throughout this program have been to help you learn something about the library resources available to you on campus, how best to avail yourself of these resources, and above all to help you to be comfortable and at ease in the Library. While this is the end of your course, it is only the beginning of your association with the library. You have learned where we are and something about what we are and what we have to offer. There is much more, however, and it is important for you to know that we can assist in ways that may not have been indicated in this relatively short course; check with us, for example, if you have any problems with your term papers. We're here to help, so keep us in mind. Good luck.

APPENDIX

Location of Reference Works Cited

Biographical Directory of the American Congress (REF JK1010 A5) 1774-1971

Biography Index (Index Table)

Book Review Digest (Index Tables)

Book Review Index (Index Tables)

Cassell's Italian-English, English-Italian Dictionary (REF PC1640 C33) 1967

Cassell's Spanish-English, English-Spanish Dictionary (REF PC4640 C35) 1968

Contemporary Authors (REF CT220 C6) 1967

Encyclopaedia Britannica (REF AE5 E363) 1982

Encyclopedia Americana (REF AE5 E333)

Encyclopedia of Education (REF LB15 E47)

Encyclopedia of Philosophy (REF B41 E5) 1972

Encyclopedia of Psychology (REF BF31 E522)

Encyclopedia of World Art (REF N31 E533)

Facts on File (Index Tables)

Humanities Index (Index Tables)

Index to Book Reviews in the Humanities (REF Z1035 A1163)

Information Please Almanac (REF AY64 I55)

International Encyclopedia of the Social Sciences (REF H40 A2 I5)

Library of Congress Subject Headings (Near Card Catalog)

Magazine Index (Reference Desk)

McGraw-Hill Encyclopedia of Science and Technology (REF - Q121 M3 1982)

New Cassell's French Dictionary (REF PC 2640 C3) 1962

New Cassell's German Dictionary (REF PF 3640 B45) 1965

New Catholic Encyclopedia (REF BX841 N44)

New York Times Index (Index Tables)

Oxford English Dictionary (REF PE1625 M7 1933)

Periodicals Holding List (Available on Index Tables)

Public Affairs Information Service Bulletin (Index Tables)

Rand McNally Commercial Atlas and Marketing Guide (Circulation Desk)

Random House Dictionary of the English Language, the unabridged edition, (REF PE1625 R3) 1979

Readers' Guide to Periodical Literature (Index Tables)

Social Sciences and Humanities Index (Index Tables)

Social Sciences Index (Index Tables)

Webster's Biographical Dictionary (REF CT103 W4) 1970

Webster's Third New International Dictionary, Third Edition (Reference Desk - *PE1625 W39) 1961

Who Was Who in America (REF [illegible]76 W64)

Who's Who (REF DA28 W6)

Who's Who in America (REF E663 W56)

World Almanac (REF AY67 N5 W7)

World Who's Who in Science, 1968 (REF Q141 W7)

APPENDIX

(Continued)

PERIODICAL INDEXES AND ABSTRACTS

The following indexes and abstracts are located in the Reference section on the index tables. They are arranged alphabetically by titles. Although some indexes are designated periodical indexes they also include other forms of materials; PAIS IS AN EXAMPLE. It includes government publications.

Other useful indexes in the collection may be identified through the subject card catalog under a given heading, e.g. Poetry--Indexes, etc.

GENERAL - General indexes are a good source for articles on subjects of general current interest.

Reader's Guide to Periodical Literature 1900-Indexes more than 100 periodicals of a general nature; follows closely the publication date of the periodicals with semi-monthly issues; gives author and title of article, name, volume, and date of periodical, number of issue, and pages.

Index to U.S. Government Periodicals 1975 - Provides access to the periodicals produced by more than one hundred agencies of the United States government.

Magazine Index 1977 - Indexes current information from approximately 400 major magazines. This index is available through a microfilm projection machine located in the reference area. A list of articles on current topics is provided in a separate volume called (Hot Topics)and also a list of product reviews in a volume "Product Evaluation".

Public Affairs Information Service(PAIS) 1915 - A selective subject list of the latest books, pamphlets, government publications, reports of the public and private agencies and periodical articles relating to economic and social conditions, public administration and international relations published in English throughout the world.

SUBJECT OR SPECIALIZED INDEXES AND ABSTRACTS TO PERIODICALS

Abstracts of Folklore Studies 1971 - (Index Tables)
Abstracts of Health Care Management Studies 1978
Abstracts of Hospital Management Studies 1967
Abstracts on Criminology & Penology 1977
Abstracts on Hygiene 1974
Abstracts on Police Science 1977
Agricultural Index 1948-64 (in periodical stacks, continued as Biological & Agricultural Index)
Applied Science & Technology Index 1958
Architectural Index 1970-71, 1973
Art Index 1929
Bibliographic Index 1937
Bibliography and Index of Geology 1971
Biography Index 1946
Biological Abstracts 1972 - (Older issues in Periodical stacks.)
Biological and Agricultural Index 1964
Bioresearch Index 1971
Book Review Digest 1905
Book Review Index 1965
British Humanities Index 1965
Business Periodicals Index 1958
Chemical Abstracts 1922 - (Older issues in Periodical stacks.)
Child Abuse & Neglect Research 1976

APPENDIX

(Continued)

Child Development Abstracts & Bibliography 1927 - (Older issues in Periodical stacks.)

College Student Personnel Abstracts 1966

Combined Retrospective Index to Journals in History 1838-1974

Combined Retrospective Index to Journals in Political Science 1883-1974

Combined Retrospective Index to Journals in Sociology 1895-1974

Criminal Justice Abstracts 1972

Criminal Justice Periodical Index 1975

Cumulative Index to Nursing and Allied Health Literature 1956

Current Geographical Publications 1975

Current Index to Journal in Education 1971-1973

Current Index to Statistics 1979

Developmental Disabilities 1977 - (Formerly Mental Retardation Abstracts.)

DSH Abstracts 1976 - (Deafness, Speech and Hearing)

Education Index 1929 - (Older issues in Periodical stacks.)

Energy Index 1973 -

Energy Information Abstracts 1976

Environment Abstracts 1973

Film Literature Index 1974

General Science Index

Historical Abstracts 1973

Hospital Literature Index 1974

Humanities Index 1974

Index of Economic Journals 1886-1967

Index Medicus (Medical Index) 1972

Index of Legal Periodicals 1952

Information Science Abstracts 1974

International Nursing Index 1974

Land Use Planning Abstracts 1974

Language and Language Behavior Abstracts 1974

APPENDIX

(Continued)

Language Teaching and Linguistics Abstracts 1974

Library Literature 1952-66, 1970

Music Index 1969

New Testament Abstracts 1975

Nineteenth Century Reader's Guide 1800-1899 (filed next to Reader's Guide)

Nuclear Science Abstracts 1967-76

Nursing Studies Index 1900-1959 (Ref Z667S/N7/N87)

Nutrition Abstracts and Reviews 1972

Oceanic Abstracts 1975

Oceanographic Abstracts 1972 - (formerly Deep Sea Research and Oceanographic Abstracts)

Philosopher's Index 1967

Physics Abstracts 1971

Pollution Abstracts 1971

Pooles Index to Periodical Literature 1802-1907 (Ref A13 W45)

Psychological Abstracts 1927 - (Older issues in Periodicals stacks.)

Psychopharmacology Abstracts 1972

RILM Abstracts of Music Literature 1972

RILA (art) 1978

Science Abstracts 1937-69 (Periodical Stacks.)

Science Citation Index 1973 only

Scientific American: Cumulative Index 1948-71

Selected Water Resources Abstracts 1975

Social Science Index 1974

Social Sciences and Humanities Index 1965-1974

Social Sciences Citation Index 1973 only

Sociological Abstracts 1953

Urban Affairs Abstracts 1974

Wildlife Abstracts 1935-55, 1961-71

Women Studies Abstracts 1974

APPENDIX

(Continued)

Periodical Indexes and Abstracts

NEWSPAPER INDEXES

Christian Science Monitor Index 1972 - (Index Tables)

New York Times Index 1851- (1907-1912 not published) (Index Tables)

Newspaper Index 1979 - (Reference Desk)

Indexes newspaper articles from the N.Y. Times, Wall Street Journal, and the Christian Science Monitor. This index is available through a microfilm projection machine located in the Reference Area.

Wall Street Journal Index 1958-1972 (Index Tables)

Note: Public Affairs Information Services indexes the Wall Street Journal selectively.

Washington Post Index 1972- Local, state, regional, national and international news articles are indexed. Divided into two parts--Subjects and Personal Names. Primarily designed to reflect the news reported in the U. S.

INDEXES TO INFORMATION APPEARING IN COLLECTIONS AND ANTHOLOGIES

(Here includes everything other than periodicals.)

On Index Tables

American: History and Life 1955-

American Doctoral Dissertations 1970-

American Statistics Index 1974 - (An index to government documents)

Bibliography of Agriculture 1972- (An index to government documents)

Catalog of Selected Documents in Psychology 1974-

Checklist of Official New Jersey State Publications 1968-

Chemical Titles 1972-

College and Universtiy Reports

APPENDIX

(Continued)

Congressional Information Service Index (C.I.S.) (An index to government documents.) 1970-

Congressional Quarterly Weekly Reports (Older issues on microfilm.) U.S. Congress Information. 1953-

Criminal Law Reporter 1974-

Current Book Review Citations 1976+

Cumulative Book Index 1928+

Dissertation Abstracts International 1971+

Energy: A Continuing Bibliography With Indexes 1977+

Energy Abstracts for Policy Analysis 1975+

Energy Research Abstracts 1976+

Environment Reporter 1971+

Environmental Law Reporter 1971+

EPA Publications Bibliography 1977+

Essay and General Literature Index 1900+

Facts on File 1941-

Family Law Reporter 1976-

Federation Proceedings Abstracts 1971-

Government Reports Announcements and Index 1972-

Gallup Opinion Index 1974-

Higher Education Daily 1977-

Interdok 1974- (An index to published proceedings of conferences.)

Marketing 1976-

Masters Abstracts 1971-

Medical Socioeconomic Research Sources 1971-

Medoc 1968-

Monthly Catalog of U.S. Government Publications 1895- (Older issues on microfilm in government documents dept.)

Cumulative Subject Index to the Monthly Catalog of U.S. Government Publications 1900-1971

APPENDIX

(Continued)

Periodical Indexes and Abstracts

National Criminal Justice Reference Service Document Retrieval Index

National Journal Reports 1974-

New Jersey Legislative Index 1974-

Resources in Education 1969-

Scientific and Technical Aerospace Reports 1973-

Social Work Research Abstracts 1972-

Transdex 1972-74 (An index to translations)

Translations Register Index 1973-

United Nationals Documents Index 1952-

U.S. Law Week 1973-

Value Line 1976-

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THE STOCKTON WORKBOOK PROGRAM

by

David A. Cohen
Mary Ann Trail

The Stockton College Library Workbook and Handbook are not unlike the many similar self-paced instruction modules now available throughout the country. It is a direct decendant of the UCLA workbook first composed by Mimi Dudley.

The Stockton Workbook is, however, unique in one special aspect; the answer key. Unlike many workbooks which use a hidden word on a page to indicate the answer key to be used the Stockton program uses a numerical code. This code permits great flexibility.

Here is how it works. Each one of the variations on each assignment receives a numerical code of at least 5 numbers. A word processor is used to assign these numbers. Only the first and last number have any meaning. These two numbers are added together to produce a key number. The key number refers to the answer code sheet. Where a number is underlined it is counted as one number (<u>11</u> is thus treated as eleven and not one).

The key, though sounding complicated, is easy enough to teach a student worker in a few minutes.

The answer code reads as follows:

A = 4 - 6
B = 7 - 9
C = 10 - 12
D = 13 - 15
E = 16 - 18

A number on the bottom of an assignment eight sheet might read 36824. Adding 3 and 4 gives us 7. This number falls in the range of code key B. By referring to the following pages which give answer keys by assignment we find that code B for assignment eight reveals the following multiple choice answers for questions 1-4:

IR050989

Question 1	Answer
1	e
2	b
3	d
4	d

Though each assignment has only five answer keys a limitless number of questions and unique identification numbers can be assigned.

For further information on the Stockton Workbook and Library Instruction program contact Mary Ann Trail, Stockton State College Library, Pomona, N.J. 08240 (609-652-1776).

ANSWER KEY

Assignment Two:

Part One

A	b	e	d
B	a	a	b
C	e	d	b
D	e	c	c
E	b	b	e

Part Two

A	a	c
B	a	d
C	c	a
D	b	e
E	c	b

Assignment Three:

Part One

A	b	a
B	a	b
C	d	a
D	e	e
E	a	c

Part Two

A	a	e
B	b	c
C	b	b
D	b	a
E	d	e

Assignment Four:

A	c	a	b
B	e	b	a
C	d	e	d
D	a	d	c
E	e	a	c

Assignment Five:

A	a	c	d
B	d	e	a
C	b	d	b
D	e	a	c
E	c	b	e

Assignment Six:

A	a	d	c
B	d	a	e
C	b	b	d
D	e	c	a
E	c	e	b

Assignment Seven:

A	a	c
B	b	d
C	e	a
D	d	a
E	c	e

Assignment Eight:

A	b	a	c	a
B	e	b	d	d
C	a	e	a	c
D	d	d	e	e
E	c	c	b	d

Assignment Nine:

A	b	e	d	e	a	b
B	d	a	a	a	e	b
C	a	b	c	c	c	a
D	c	b	d	a	d	a
E	c	d	e	c	a	a

Assignment Ten:

A	c	e	a
B	d	b	c
C	c	d	e
D	a	a	d
E	c	e	b

Assignment Eleven:

A	e	d	e	a	c
B	b	e	a	d	d
C	a	b	b	c	e
D	c	c	c	d	a
E	d	a	d	e	b

Assignment Twelve:

A	e	a	d	c	b
B	b	d	e	a	c
C	d	e	c	b	e
D	a	c	b	e	d
E	c	b	a	d	e

Assignment Thirteen:

A	d	e	b	b
B	e	b	a	a
C	c	d	e	b
D	a	c	d	a
E	b	a	c	b

Assignment Fourteen:

A	b	e	d	e
B	d	a	a	a
C	a	b	c	c
D	c	b	d	a
E	c	d	e	c

Assignment Fifteen:

A	b	e	a
B	d	a	b
C	e	d	e
D	b	c	c
E	c	d	c

Assignment Sixteen:

A	c	b
B	e	a
C	d	a
D	c	d
E	b	e

Assignment Seventeen

A	a	e	b
B	c	d	e
C	b	e	a
D	d	a	b
E	e	a	d

Assignment Eighteen
Question 1:

A	d
B	e
C	a
D	c
E	b

Question 2:

c
e
f
b
a
d

Assignment Nineteen

A	0001 - 0010
B	0011 - 0020
C	0021 - 0030
D	0031 - 0040
E	0041 - 0050

No Answer Key Necessary